

TEAC 4018 MANAGEMENT AND ADMINISTRATION IN EARLY CHILDHOOD SETTINGS

Credit Points 10

Coordinator Janene Rox ([https://directory.westernsydney.edu.au/search/name/Janene Rox/](https://directory.westernsydney.edu.au/search/name/Janene%20Rox/))

Description Early childhood teachers work in complex and dynamic environments that are influenced by historical, social, cultural and political contexts. As advocates for quality children and family services that embrace social justice, inclusivity and equity, early childhood teachers must enact their ethical, legal and professional responsibilities. Early Childhood Education and Care (ECEC) services are similar to small businesses, requiring teachers to be knowledgeable about systems, strategies and processes to meet organisation goals and mandatory regulatory and licensing requirements. This subject builds students' foundational skills in strategic planning, policy development, staff management, conflict resolution and team building. Students will investigate effective management and administration dimensions, including human resources, marketing, financial accountability, governance and compliance processes. This subject is included in the Transition Phase of the Bachelor of Education.

School Education

Discipline Teacher Education: Early Childhood

Student Contribution Band HECS Band 1 10cp

Check your fees via the Fees (https://www.westernsydney.edu.au/currentstudents/current_students/fees/) page.

Level Undergraduate Level 4 subject

Restrictions

Students must be enrolled in 1926 Bachelor of Education (Early Childhood) (<https://hbook.westernsydney.edu.au/archives/2024-2025/programs/bachelor-education-early-childhood/>) and have completed 80 credit points to enrol in this subject.

Learning Outcomes

On successful completion of this subject, students should be able to:

1. Historical, social, cultural and political contexts influencing Early Childhood Education and Care (ECEC) service provision
2. Dimensions of quality ECEC services
3. Legislation influencing ECEC services
4. ECEC licensing and compliance
5. Professional responsibilities
6. Organisational management
7. Ethics and legal responsibilities
8. Theories of management and administration
9. Administration and financial responsibilities
10. Marketing
11. Team building, conflict resolution, communication

Subject Content

1. Examine the historical, social, cultural and political contexts influencing early childhood education and care (ECEC) service provision.
2. Analyse the factors influencing quality service provision in ECEC services.
3. Appraise the ethical, legal, legislative and regulatory responsibilities of ECEC services and teachers.
4. Critique theories of management and their application to ECEC services.
5. Evaluate strategies to support the development of partnerships with families and communities.
6. Determine the role of advocacy for managers and administrators in ECEC services.
7. Generate strategies for the development and maintenance of effective administration, team work, staff management and development in ECEC contexts.

Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

Type	Length	Percent	Threshold	Individual/ Group Task	Mandatory
Quiz	20 questions	20	N	Individual	N
Applied Project	1200 words	30	N	Group	N
Essay	2000 words	50	N	Individual	N

Prescribed Texts

- Stamopoulos, E. & Barblett, L. (2018). Early Childhood leadership in action. Crows Nest, Australia: Allen & Unwin.

Teaching Periods

Spring (2025)

Campbelltown

On-site

Subject Contact Janene Rox ([https://directory.westernsydney.edu.au/search/name/Janene Rox/](https://directory.westernsydney.edu.au/search/name/Janene%20Rox/))

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=TEAC4018_25-SPR_CA_1#subjects)