# C-6 Educator Review and Appraisal

## NQS

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| QA. 4.1 | Staffing arrangements. |
| QA. 4.1.1 | Organisation of Educators. |
| QA. 4.1.2 | Continuity of staff. |
| QA. 4.2 | Professionalism. |
| QA. 4.2.1 | Professional collaboration. |
| QA. 4.2.2 | Professional standards. |
| QA. 7.1 | Governance. |
| QA. 7.1.1 | Service Philosophy and purpose. |
| QA. 7.1.2 | Management systems. |
| QA. 7.1.3 | Roles and responsibilities. |
| QA. 7.2.1 | Continuous improvement. |
| QA. 7.2.2 | Educational leadership. |
| QA. 7.2.3 | Development of professionals. |

## National Regulations

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| Reg. 47 | Minimum requirements for qualifications, experience and management capability |
| Reg. 136 | First aid qualifications |
| Reg. 168 | Education and care service must have policies and procedures |

## Policy Statement

We will provide the best quality care for the children by ensuring that high standards of work performance and job satisfaction are maintained. An appraisal system will be conducted to provide avenues for discussion and improvement.

## Related Policies

- ENOSHCP Policy A-17: Privacy and Confidentiality
- ENOSHCP Policy C-2: Conditions of Employment
- ENOSHCP Policy C-3: Staff Orientation and Induction
- ENOSHCP Policy C-4: Staff Professionalism
- ENOSHCP Policy C-5: Professional Development
- ENOSHCP Policy C-7: Grievance Procedures
- ENOSHCP Policy C-8: Disciplinary Action

## Procedure

All staff will be informed of the appraisal system on acceptance of the position, and given details in the orientation process.

An initial review will be undertaken after a period of one month in the position for permanent employees and three months for casual employees. This will form the ending of the induction process.

Appraisals will then be conducted on a biennial basis.

Staff and Management will agree on the format of the appraisal system, which may be updated to more suitable systems after review, discussion and endorsement by the Management and Staff.

All staff will be given at least two weeks notification of an upcoming appraisal and a convenient time arranged for both parties.

The appraisal system shall clearly state the expectations for each position and identify clear performance measures in line with job description.

The appraisal system shall ensure two-way communication is maintained and is used as a positive avenue for improving staff performance.

The appraisal system can be used as a tool to identify future training needs of the staff. At the completion of the appraisal, an action plan will be developed identifying areas of training, along with action to be taken and goals set for each staff member. This will be agreed to and signed by both parties.

Where it is identified that the Staff member is not meeting the required performance measures then the following will be undertaken:

- an Action Plan will be developed to identify areas for improvement – this will include a time frame for further review
- training areas will be identified and put into place as soon as possible
- support and guidance will be given to the staff to help them through the process and assist them in achieving the required standard – this will be provided by the Centre Director or the Committee liaison officer
- a record will be made of the above, dated and signed by both parties

Should no improvement be made by the next review then further action will be taken.

If the staff member is still dissatisfied, they should put their concern in writing asking for the decision to be reviewed or that they wish to pursue the issue further through other avenues. These could include the union or mediation (see C-7 Grievance Procedures Policy).

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Network of Community Activities Factsheet – 'Staff Supervision and Appraisal'

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