

C-6 Educator Review and Appraisal

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of Staff.
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

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

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

Procedure

All Educators will be informed of the appraisal system on acceptance of the position and given details in the orientation process. During this process, an Appraisal Leader will be allocated to each Educator.

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.

Formal appraisals will then be conducted on a biennial basis. In between formal appraisals, Educators will have regular “check-ins” with their Appraisal Leaders. Appraisal Leaders are certified supervisors at the centre and will be on hand to talk the Educators through questions, changed procedures, or provide assistance to the Educator for goal progress and professional growth.

Educators 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 Educators.

All Educators 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 Educator performance.

The appraisal system can be used as a tool to identify future training needs of the Educator. 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 Educator. This will be agreed to by both parties.

Where it is identified that the Educator 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 Educator 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 Educator 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

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

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