

C-6 Staff Review and Appraisal

National Quality Standards (NQS)

4.1	Staffing arrangements enhance children's learning and development.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.1.2	Every effort is made for children to experience continuity of educators at the service.
4.2	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1	Governance supports the operation of a quality service.
7.1.1	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.1	There is an effective self-assessment and quality improvement process in place.
7.2.2	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

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

Policy Statement

We aim to 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, improvement and recognition of positive work.

Related Policies

- Conditions of Employment Policy
- Disciplinary Action Policy
- Grievance Procedures Policy
- Maintenance of Records Policy
- Privacy and Confidentiality Policy

- Professional Development Policy

Procedure

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

The appraisal system will clearly state the expectation for each position and identify clear performance measures. It will 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.

An initial meeting will be undertaken after a period of one month in the position. A follow-up meeting will be undertaken after three months. An appraisal will thereafter be conducted on an annual basis.

Staff and Management will agree with 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.

At the completion of the appraisal, a Performance Development Plan may be developed, identifying areas of training and 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:

- Action plan developed to identify areas for improvement. This will include a timeframe for further review
- Training areas identified and put into place as soon as possible
- Support and guidance given to the staff to help them through the process and assist them in achieving the required standards
- Support can be given through the Director or the Committee liaison officer
- A record 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, then 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.

Staff will be given the option of bringing a support person to an appraisal and all appraisals will be conducted by two people, usually the Director and Assistant Director.

In the event of the Assistant Director's Appraisal it will be conducted by a representative of the Management Committee and the Director. The Director's Appraisal will be conducted by two representatives of the Management Committee.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children’s Education and Care Quality Authority

Date Endorsed: 3/8/2022

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202208	- Updated NQS and National Regulations - Added positive recognition in policy statement section	Staff	
v.2.201905	- Updated links to NQS, National Regulations - Minor wording changes	Staff Staff	