



# Woolooware Outside School Hours Care

(02) 9523 9971  
34 Wills Road, Woolooware, 2230  
info@woshc.com  
accounts@woshc.com  
www.woshc.com

## EDUCATOR REVIEW AND APPRAISAL POLICY

### **POLICY STATEMENT**

Woolooware Outside School Hours Care 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 and recognition of positive work practices.

### **CONSIDERATIONS**

Education and Care Services National Regulations – R47, R136, R168

National Quality Standard – 4.1, 4.1.1, 4.1.2, 4.2, 4.2.1, 4.2.2, 7.1, 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.2, 7.2.3

Other Service policies/documentation – Privacy and Confidentiality Policy, Conditions of Employment Policy, Educator Orientation and Induction Policy, Educator Professionalism Policy, Professional Development Policy, Grievance Procedures Policy, Disciplinary Action Policy, Children’s Services Award 2010, Network of Community Activities Factsheet – ‘Staff Supervision and Appraisal’

### **PROCEDURES**

All educators 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 three to six months in the position for permanent employees and six months for casual employees.

Appraisals will then be conducted on an annual basis.

Centre Director, 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, Centre Director, 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.



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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 and signed 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.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023