

# STAFF APPRAISAL POLICY



## Quality Area 4: Staffing arrangements

**Standard 4.1:** Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.

**Standard 4.2:** Educators, coordinators and staff are respectful and ethical.

## Quality Area 7: Leadership and Service Management

**Standard 7.1:** Effective leadership promotes a positive organisational culture and builds a professional learning community.

**Standard 7.2:** Administrative systems enable the effective management of a quality service

## POLICY STATEMENT

The Woodlupine Family Centre Management Committee understands that an appropriate performance management system needs to be in place that recognises Educators/staff strengths and skills, confirms they are fulfilling their duties and identifies their training and development needs.

This can assist employees to perform to their optimum capacity and motivate employees to provide quality education and care service and promote a positive and professional organisation culture.

The performance appraisal system aims to:

- Provide educators with opportunities to assess and reflect on the requirements of their position.
- Assess their own work performance against criteria appropriate to their position, job description and service standards.
- Identify training and development needs.
- Provide opportunities for educators and staff to be fairly assessed by their peers and be involved in their work colleagues' peer review.

## STRATEGIES

- Informal appraisal happens anytime staff and educator receive feedback about their performance from their work colleagues, the educational leader or nominated supervisor.
- Issues and concerns are addressed immediately to prevent development of conflict or major problems.

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- A formal appraisal is recommended be undertaken every 12 months to 2 years depending on the hours worked by the staff member.
- A mutual agreed date for the appraisal is agreed upon at least 2 weeks prior to the interview.
- Each performance appraisal will be conducted by a staff member that works directly with the employee.

Training and professional development is supported and encouraged as long as it is:

- Relevant to the employees' job description, linked to their performance appraisal, relevant to the needs of the service.

The cost of professional development is considered in relation to budget, employees hours and cost of training.

This policy and the staff appraisal form are created with the input of staff and educators and the management committee.