



School No: 2068 Established 1878

7.9 Staff Performance Monitoring and Management



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary OSHC acknowledges that to ensure the provision of high quality child-care, an active approach is needed in relation to monitoring and managing the ongoing performance of employees to ensure that appropriate knowledge, skill and capacity to perform the position effectively are maintained.

Procedures

Employee performance shall be managed by the coordinator, in accordance with their roles and expectations.

Employee performance shall be monitored through implementing an annual review process. Such a process shall involve:

- Employee completing a performance review self-assessment prior to interview with coordinator
- A performance review assessment conducted by the coordinator;
- A formal interview where aspects of each assessment are discussed and performance reviewed.

Part of the performance review shall include a commitment to ongoing professional development where opportunities for enhancing knowledge and skill based on the needs and goals of Cranbourne Primary OSHC and its stakeholders are discussed.

Professional development shall be monitored throughout the forthcoming year following the implementation of the plan.

Relevant Laws and Regulations

National Regulations 55-56 Quality Area 7, Element 7.2

Relevant Policies

Roles and Expectations of Staff

Staff Training

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025