LOWER PLENTY PRIMARY SCHOOL OSH 

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# STAFF PERFORMANCE MONITORING AND MANAGEMENT POLICY

## PURPOSE

Lower Plenty Primary School 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.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

Employee performance shall be managed by the Co-ordinator, 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 Co‐ordinator
* A performance review assessment conducted by the Co‐ordinator;
* 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 Lower Plenty Primary OSHC and its stakeholders are discussed. Professional development shall be monitored throughout the forthcoming year following the implementation of the plan.

## FURTHER INFORMATION AND RESOURCES

* National Regulations 55-56
* Quality Area 7, Element 7.2

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.