

Performance Review



Date Of Review:

Jun 11, 2021

Position:

Room Leader

Pay Level:

Level 4.2

Current Pay Rate:

\$28.00/

Future Goals:

- To become a Director of a service.
- To become a preschool room leader.
- To become a 2IC of a service.

Educator Comments:

The staff here are all so friendly and we work well together in a team. I like the open communication that occurs when there is a problem or an issue we work together and between each other to try and solve the problem and move forward. We are a family.

Key Responsibilities and Duties	Review
PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM	Emily takes pride in making sure that the program runs smoothly throughout the week and allows for flexibility for emerging interests and teaching moments.
PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN	Yes. Emily maintains the health and safety of all children in her care and ensures that the Educators maintain correct supervision of children at all times.
BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS	Emily has positive relationships with Educators, Families, Children within the service. She is polite will all and greets them as they enter the service. She also answers questions and refers to other Educators when needed.
CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE	Emily is in charge of the monthly newsletter of the service and also has started doing a fortnightly "room news" for her room to let families know what is happening in the room and important dates coming up.
INTERACTIONS WITH CHILDREN, FAMILIES AND STAFF	Positive, respectful, professional - these are the characteristics that Emily displays daily. With children she is cheerful, firm, flexible, fun and is able to interact effectively with all.
OVERALL WORK PERFORMANCE	Emily is a pleasure to have work for our service. She is a role model to the children as well as the staff and have taken on the mentor role for the young educators doing traineeships.

Additional Comments/Notes:

We are very happy with Emily and the progress she has made at our service. She is currently the room leader in the toddler room and will be offering her the 2IC role because of her positive behaviour and interactions with all. As the 2IC she will be responsible for a range of duties and will also be trained to handle enrolments, orientation, fee payments and more. Thank you Emily for all the hard work and contributions you made. Keep it up!! :)

Signed by:

Emily Jordan

Signed by:

Taylor Bridges