**Purpose of the position:**

As part of the Quality Improvement Plan of the Kindergarten the Committee is to provide Performance Feedback on the Staff within the Kindergarten. These performance reviews are essential to the advancement of Staff, with Personal Development training requests, gaining insight with Staff feedback and enabling documented references for those wishing to move up within the Classification levels.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming President regarding any current and relevant information
* To be fair and honest in your assessments and feedback.

**Skills:**

* Excellent communication skills
* Ability to follow privacy regulations
* Proactive attitude
* Attention to detail
* Understand policy and regulatory standards
* Early Education experience

**Key Tasks:**

* Understand the early child education standards and communicate them through the feedback required
* Read and understand the requirements of Performance reviews
* Analyze and evaluate staff monthly so to enable honest and productive feedback.
* Advise on recommended changes if required
* Liaison with Education Leader, President, and HR Officer regarding Performance reviews
* Source ELAA, WorkSafe and other regulatory bodies if required

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