

Educator performance management



HR dashboard

My profile

My dashboard

Employee history (comment on relevant issues relating to employees performance)

See previous conversation notes - many discussions regarding performance concerns specifically related to punctuality, phone use, uniform, general attitude and communication.

Previous informal discussions with Employee or related formal counselling

See conversation notes

Current concerns

Background to this action

██████ has been given two previous written warnings regarding her conduct. As there is now a new manager we met to discuss and decide on an appropriate course of action moving forward and to address additional recent events. Rather than terminating ██████ employment, the decision was made to place her on a two week performance improvement plan with daily check ins to provide feedback and guidance.

Detail the Performance or Behavioural concerns and how they affect the role / employee / team / organisation

We have concerns regarding ██████ capacity to communicate in a professional manner, particularly in response to instructions given by others and the perceived attitude of her responses. This is causing other team members to feel uncomfortable and disrespected and is affecting team morale. It has been noted by many staff that she will frequently leave the room and engage in personal discussions in the workplace. This is affecting ratios and supervision in the rooms.

Performance / Behavioural expectations (specifics and examples)

- When entering a room ██████ is to advise the staff that she is joining them and for what purpose she is there (e.g. covering non contact)
- During her time in the room, she should ask what duties she is expected to complete and do so as required. If a room leader provides an appropriate direction this should be followed.
- ██████ should communicate with the room staff if she is leaving the room for any reason
- Any suggestions or decisions should be made in consultation with the room leader or other permanent staff where applicable (e.g. if there are

Employee response to the concerns raised

██████ was open to receiving the feedback and is willing to improve with the support and guidance of management and her team. It was evident that there were multiple perspectives