

WHICH ARE YOUR EFFECTIVE QUALITIES

Behaviour	KEY QUESTIONS	COMMENT / EVIDENCE
Agility	Can you give examples of times when you improvised to meet a new challenge or solve a new problem? Can you identify, at least , one area in which you have built up expertise since you took up post? Do you regularly make decisions about what you are going to do and then take action? How dependent are you on your headteacher or line manager for planning your work?	
Decisiveness	Do you mainly wait for instructions or permission before taking action? How quickly do you feel you need to tell your boss when you have made a decision? Can you always justify your decisions?	
Leadership	Do your colleagues listen to you? Do colleagues act on your advice? Do colleagues volunteer to act on your ideas or suggestions? Do you ever find that colleagues have taken action based on what they think you would have wanted them to do?	

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Collaboration	How many agencies and organisations are you responsible for dealing with? How many meetings do you lead in your school/MAT/Area? Do you mentor/supervise any staff? How do you share information about your role and your practice? How far do you improve the performance of colleagues? Do colleagues and partners approach you for advice/support?	
Resourcefulness	Identify ways in which you regularly “make the best of things” Can you describe occasions where you solved problems for colleague? Do you come up with solutions in your organisation or do you just deliver solutions other have devised?	

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Emotional Intelligence	Do you anticipate how colleagues and partners are likely to react? Do you regularly think through all the impacts an action is likely to have before you take it? Do you feel confident and comfortable in discussions that are likely to be difficult? Do you often leave discussions in a better atmosphere than when they began? Do you vary your approach depending on who, or what, you are dealing with?	