



The Director of Education – Pre-application reflection tool

This reflection tool has been designed to give prospective applicants the opportunity to project themselves into a variety of the job related skills required to be successful in the Director of Education role. It is not submitted as part of the application process and is intended to be used as a guide only. Applicants are encouraged to discuss their reflections with a trusted colleague as part of their ongoing professional growth.

	Never					Always				
I am perceived by others as being good at what I do.	1	2	3	4	5					
I enjoy working with, and often seek out the perspectives of others.	1	2	3	4	5					
I have a deep understanding of organisational improvement and have the knowledge to support others in their journey of change.	1	2	3	4	5					
I am growth focused and regularly seek opportunities to build my professional capacity.	1	2	3	4	5					
Colleagues often approach me to ask for assistance or guidance.	1	2	3	4	5					
I care about the way I behave towards others and my impact on them.	1	2	3	4	5					
I am proactive and work toward supporting a culture of continuous improvement and performance excellence.	1	2	3	4	5					
I reflect on how my decisions and actions affect others.	1	2	3	4	5					
I adapt positively to changing circumstances, uncertainty or unpredictability.	1	2	3	4	5					
I use my skills, experience and knowledge to develop innovative approaches to solving problems.	1	2	3	4	5					
I build constructive positive working relationships with stakeholders characterised by a high level of acceptance, cooperation and mutual respect.	1	2	3	4	5					
I manage appointments to maximise the time I spend doing what matters most.	1	2	3	4	5					
I seek to resolve conflict constructively by focusing on the situation, issues or behaviours, rather than the people, and by finding common ground.	1	2	3	4	5					
I actively reflect on my strengths, limitations and blind spots.	1	2	3	4	5					

I consider how my words and actions may impact on others and take responsibility for restitution when needed.	1	2	3	4	5
I am able to adapt my communication style to effectively influence the person in front of me.	1	2	3	4	5
I have the energy to maintain a high level of performance when under pressure and facing uncertainty.	1	2	3	4	5
I have a genuine passion for my work, the work of my team and my organisation.	1	2	3	4	5
I can see how current trends influence the direction of educational leadership and am keen to make a contribution.	1	2	3	4	5
I enjoy working with colleagues to support them achieve their professional goals.	1	2	3	4	5
I am willing to adopt a coaching way of being when working with others.	1	2	3	4	5
I am willing to travel away from home regularly.	1	2	3	4	5
I have the willingness and ability to use technology to work out of the office and conduct meetings online from various locations.	1	2	3	4	5
I display active, empathetic listening when working with others.	1	2	3	4	5