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| **SPECIALIST TEACHING AND LEARNING SERVICES** **SENSORY SERVICE** |  |

**COMPETENCY INFORMATION FORM**

**Teachers’ Pay and Conditions Posts**

PLEASE COMPLETE IN TYPESCRIPT OR BLACK INK. YOU MAY ALSO COMPLETE AND RETURN THIS FORM ELECTRONICALLY.

**FOR COMPLETION BY ALL APPLICANTS**

**CANDIDATE NAME: ………………………………………………**

**SUITABILITY FOR THE POST**

* Drawing on your experience, please give SPECIFIC RELEVANT examples, which show your skills in each competence.
* Please refer to the indicators in the Competency Framework before completing your answers.
* This form asks for information on eight competencies, all of which will be equally important to the final decision making process.

**For each example, you should explain:**

* **What you did**
* **Why and how you did it**
* **What the outcome was**

**Please try to keep your answers within a limit of 150 words per competence example.**

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| **DELIVERING RESULTS**(In order to meet this competence at this level you must show that you use project management skills to track and monitor work progress, and demonstrate the wider financial skills/ know-how to address issues/ achieve results. Appreciate the relative value/ importance of issues. Take account of changing needs, objectives and priorities. At this level, objectives may be likely to be achieved through delegation/ other colleagues.) |

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| **CUSTOMER FOCUS**(In order to meet this competence at this level you will need to demonstrate that you are able to deliver and/or provide high quality and appropriate services to/through others, although the range and seniority of stakeholders will vary. Understand customer/ stakeholder needs. Look for ways to raise standards and deliver ever more efficient, effective and high quality advice/ services.)  |

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| **PROBLEM SOLVING & JUDGEMENT** (In order to meet this competence at this level you will need to demonstrate that you have the skills to analyse more complex information and evaluate options, making sound judgements and drawing appropriate/logical conclusions. Make appropriate recommendations, underpinned by supporting rationale. ) |

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| **TAKE A WIDER PERSPECTIVE** (In order to meet this competence at this level you will need to demonstrate that you look beyond the delivery/ detail of day to day work and activities. Are able to see how your work fits into wider objectives and understand and take account of the role of the Service/ Council and wider context in which both exist/ operate. See and provide a wider, fresh perspective to new and existing problems/ issues.)  |

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| **WORKING WITH OTHERS** (This competence is about interpersonal effectiveness. Working collaboratively with others to facilitate delivery of work/ individual and joint objectives. Understanding and incorporating other people’s needs, views and perspectives.) |

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| **COMMUNICATING AND INFLUENCING**(In order to meet the ‘communicating and influencing’ competence at this level you must will deliver information clearly and concisely, adjusting style and content to suit audience purpose/ needs. You will also develop and maintain networks, using good communication skills to influence others in support of objectives. Written communication will be clear, concise and persuasive and you will be a effective negotiator) |

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| **LEARNING AND DEVELOPING** (In order to meet the ‘learning and developing’ competence at this level you must display an open and flexible approach to new concepts and ideas, drawing on them and on experience to improve/ enhance outputs, performance and results. Individuals will be enthusiastic about personal development, encouraging and developing others. Supporting and acting on outcomes of quality assurance processes. ) |

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|  **DEVELOPING AND MANAGING STAFF**(At this level management responsibilities will vary considerably, however, in order to meet the ‘developing and managing’ competence at this level the ability to develop others and manage performance effectively through others is likely to be important skills. Valuing diversity and treating staff equitably and fairly will be a given as will an ability to contribute to wider management objectives, including managing at a distance. One or two roles in these grades may involve some direct line management responsibilities but the majority of roles will mainly involve managing and developing through others, including in an advisory capacity. ) |