

# Position of Responsibility Skills

At Botany Downs Secondary College we wish to recruit only skilled, energetic and appropriately qualified staff to fill our vacancies.

Complete the following skills set by marking YES/NO based on past experience:

|   | YES | NO |
|---|-----|----|
| Experience with Curriculum Planning and Development         |     |    |
| Assessment and Reporting Systems (policy and practice)      |     |    |
| Pastoral care, guidance systems/ network, health and safety |     |    |
| Middle Management or Senior Management                      |     |    |
| Finance/ Budgeting  |     |    |
| Professional Development and or Training                    |     |    |
| Performance Appraisals                                      |     |    |
| ICT Training  |     |    |
| Co-Curricular / Extra-Curricular Activities                 |     |    |