

# CALLIS GRANGE NURSERY AND INFANT SCHOOL

## STAFF COMPETENCY DEFINITIONS

EMOTIONAL INTELLIGENCE	
PERSONAL COMPETENCE HOW STAFF MANAGE THEMSELVES	SOCIAL COMPETENCE HOW ARE MANAGERS MANAGE RELATIONSHIPS
<p><b>SELF-AWARENESS</b></p> <ul style="list-style-type: none"> <li>• <b>Emotional Self-Awareness:</b> Read their own emotions and recognises their impact</li> <li>• <b>Accurate and Honest Self-Assessment:</b> Knows their own strengths and limits and works on improving their areas of weakness</li> <li>• <b>Self Confidence:</b> Has a clear sense of self-worth and their own capabilities</li> </ul>	<p><b>SOCIAL AWARENESS</b></p> <ul style="list-style-type: none"> <li>• <b>Empathy:</b> Senses the emotions; understanding their perspective.</li> <li>• <b>Organisational Awareness:</b> Reads situations, understanding groups and staff dynamics</li> <li>• <b>Service:</b> Recognises, understands the needs of those they work with and parents</li> </ul>
<p><b>SELF MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Emotional Self-control:</b> Keeps disruptive emotions and impulses under control</li> <li>• <b>Transparency:</b> Displays honesty and integrity and trustworthiness</li> <li>• <b>Adaptability:</b> Shows flexibility in adapting to changing situations or overcoming obstacles – is learning to be comfortable outside their comfort zone</li> <li>• <b>Achievement:</b> Possess the drive to improve and to meet inner standards of excellence and performance targets</li> <li>• <b>Initiative:</b> Shows a readiness and willingness to seize opportunities</li> <li>• <b>Optimism:</b> Focuses on the positive</li> </ul>	<p><b>RELATIONSHIP MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Influence:</b> Uses their skills to assist others</li> <li>• <b>Building Bonds:</b> Cultivates and maintains a network of positive relationships</li> <li>• <b>Teamwork and Collaboration:</b> Works successfully in a variety of groups or teams</li> <li>• <b>Response:</b> Responds to others in a positive and professional manner</li> <li>• <b>Advice:</b> Actively seeks advice to improve performance, discussing concerns or difficulties promptly with senior staff so they can deal with situations in an appropriate way</li> </ul>
OPERATIONAL EXCELLENCE	
<ul style="list-style-type: none"> <li>• Takes an active part in the life of our school.</li> <li>• Develops self to improve performance</li> <li>• Is willing to offer ideas and contribute to discussion</li> <li>• Gains respect by operating in a professional and credible manner</li> <li>• Applies knowledge and experience, yet is open to exploring new ideas.</li> </ul>	