**TEMPLATE SKILLS AUDIT**

**Summary of current job:**

Give details such as year group(s) taught, subjects taught, additional responsibilities, etc. You may attach and refer to your current job description as appropriate.

**Summary of any other posts held in schools**

**Qualifications:**

Describe qualifications, e.g. QTS, NPQH, other professional qualifications

**Contribution to raising standards of education:**

Give examples of ways in which you have contributed to the raising of standards in the school, helped to promote the well-being of pupils, demonstrated high expectations of pupils, etc.

**Contribution to the good standing of the school in the community:**

Give examples of ways in which you have helped the school to gain the respect and confidence of parents, governors and the wider community.

**Professional relationships:**

Give examples of the ways in which you have developed and maintained your professional relationships with pupils and colleagues at work.

**Skills and competencies:**

Give details of specific skills and abilities which support the school’s work with pupils. Include supervisory skills, organisational skills, communication skills (oral and written), languages other than English, financial skills, childcare skills, keyboard skills, other practical skills, etc.

**Transferable skills:**

Give details of skills and abilities which may be useful in other roles or in supporting the school as it adapts to future change.