***5.6***​***S*elf-awareness & Self-management Skills**

*The Acting Temporary Deputy Principal demonstrates an awareness of his/her strengths and weaknesses. He/she demonstrates an ability to manage emotions effectively and to respond appropriately to one’s own emotions and to the emotions of others. The Acting Temporary Deputy Principal receives and gives feedback; he/she models and promotes a culture of self-reflection.*

**Outline ONE SPECIFIC EXAMPLE of how and where you have displayed this competency.**

In the last school year, I was the Exam Secretary. As part of this role I had to develop all the timetables for the exams. In planning these, my main consideration was student based. I aimed to plan the days, as similar as possible to the State Exam. On distributing the timetable to the staff, there was a particular teacher who was unhappy with the exam timetables. I listened to the teacher, I gave him time to speak his mind. I understood the important of maintaining a good relationship with my colleagues. I told him, ‘I would take the points into consideration next year, but that there are other factors to consider as well.’ I believe it is important to take any feedback in a constructive manner. On completion of my first set of exams at Christmas, I reflected over the whole process from start to finish. This practice allowed me to make changes for the subsequent exams, and fine tune the model. I believe it is difficult to accommodate and please all the teacher all of the time. The feedback form the majority of the staff was very positive. I understand that strengthen staff relationships is very important in ensuring the smooth running of the exams. As a result, I tried to give teachers a half day or long lunch were possible, in an effort to get staff on side.

The exam time can also be very stressful for students. I established my exam model as student centre, I made the timetable so that students wouldn’t have long days, I tried to avoid too many ‘difficult subjects’ on the one day etc. I also made the timetable very accessible (it was emailed and handed to all students). During the Mocks, I organised a special centre for students who made need extra help. My approach during running all the exams, was students centre. I always made myself approachable, I was the first person to greet the students in the morning. I would follow up on any students absent for the exam.