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TASK 1 PRESENTATION



Head teacher



What are Academic and employability skills:

- Communication
- Motivation
- Leadership
- Reliability
- Teamwork
- Self-management

Role of a head teacher



- Pupil safety
- Pupil education
- Staff management
- Site maintenance
- Reporting to local authorities or departments

What is the importance of these skills:



Academic and employability skills will help with:

- Good spoken and written English
 - Time management
- Work well under pressure
 - Good organisation
 - Decision making
 - Problem solving



Intended career plan



I would like to be a head teacher in a primary school. I have good leadership skills and I'm a quick learner. I am a good team player.



SWOT analysis



Strength	Weakness	Opportunities	Threats
I have good team management skills	English language barrier	Higher position, higher wage	more competition, people with more degree and highly qualified

Personal development plan



What are my big goals?	Which goals need to happen first?	When do I want to achieve this?	What obstacles might get in my way?	How can I improve my chances of meeting my goal?	Where can I go for support?	Review: How am I doing?
Progress to higher position	Keep up to date with technology	Every term	Lack of time	Use good time management skills	Attend regular webinars and training	Self-evaluation and excepting challenges

Conclusion



Now I am able to use time management skills to work under pressure. By using paraphrasing technique, I'll be able to keep my work simple and only keep important info to work more efficiently. Working with a time limit, in the future, it will help me to stay organised and meet deadlines.

References



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