

Skills, Qualities and Duties – what’s the difference?

Qualities

Qualities come naturally to you – they are part of your personality. You are born with them. They may develop over time, but you are always ‘good’ at them.

A teacher may be described as having the following:

Skills	Qualities	Duties
Communication	Patience & keeping calm in difficult situations	Planning & preparing lessons
Leadership	Flexible & open to change	Teach classes
Problem solving	Creative	Mark students’ work
Planning & time management	Organised	Direct the work of learning support assistants
Numeracy & literacy	Self-motivated	Provide a safe learning environment
IT skills	Responsible	Take registers
Good subject knowledge (e.g. a history teacher should be good at history)	Caring	Write reports

Duties

The responsibilities you are expected to perform in order to complete a task/job. They have to be done, whether you like them or not!

Skills

Skills have been learned – from school/college, at work or through your hobbies and interests. You need to keep practicing/developing them in order to remain good at them.