

**Confidential to the Board of Trustees and  
Nicky Knight of The Education Group Ltd**



**This page is to be completed by the applicant**

Dear

I am an applicant for the position of Principal at Lincoln Heights School and I have named you as a confidential referee. Please forward the completed Referee's Report to:

**Nicky Knight**

The Education Group Ltd  
PO Box 26 480, Epsom, Auckland 1023

**or email to:**

[admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)

Referee reports **must** be received by **12:00 pm on Wednesday 6 March 2019.**

Thank you.

Yours sincerely  
Applicant

## Referee's Report

(Confidential to the Board of Trustees, Lincoln Heights School  
and Nicky Knight of The Education Group)

**Name of Applicant:**

**Name of Referee:**

**Home phone:**

**Mobile phone:**

**Work phone:**

**Work Ext:**

**Email:**

**Relationship to the applicant:**

**How long have you known the applicant?**

Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary?

Yes

No

**Signed:**

**Date:**

Please assess the applicant's performance for each of the following appointment criteria.

	Outstanding	Highly Competent	Competent	Competent with some concerns	Not competent	Reason for rating Please expand on any points to assist the BOT when considering this applicant
<p><b>Experience and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Have proven leadership skills</li> <li>• A visionary strategic thinker and planner with a proven record of being able to deliver the strategic vision set the Board</li> </ul>						
<ul style="list-style-type: none"> <li>• Committed to upholding Aotearoa/New Zealand bi-cultural heritage and our multi-cultural school community</li> <li>• Strengthen our strong family culture and encourage the community to be more involved in the school</li> </ul>						
<p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• A highly effective communicator who builds positive relationships with students, staff, the Board of Trustees, parents, the local and wider community</li> <li>• A team builder who is skilled in working collaboratively</li> <li>• Empowers others, grows leaders, and inspires all to reach high standards</li> <li>• A love of children and learning</li> <li>• A strong but calm and measured decision maker</li> <li>• Caring, compassionate with a sense of fun ensuring our Tamariki will enjoy coming to school each day</li> <li>• Be approachable and value respectful relationships with learners</li> <li>• Embraces diversity</li> </ul>						
<ul style="list-style-type: none"> <li>• Strong organisation and administration skills</li> <li>• Excellent financial knowledge and business acumen</li> <li>• Being open to bilingual education</li> </ul>						

	Outstanding	Highly Competent	Competent	Competent with some concerns	Not competent	Reason for rating  Please expand on any points to assist the BOT when considering this applicant
<p><b>Personal Attributes and Qualities</b></p> <ul style="list-style-type: none"> <li>• A person of integrity who leads by example</li> <li>• Able to motivate and inspire</li> <li>• Acknowledges and appreciates the strengths, talents and contributions of staff, students and Board of Trustees</li> <li>• Open to new ideas, innovative and responsive to needs, continuing to explore new and exciting opportunities for our school</li> <li>• Culturally responsive</li> </ul> <p><b>Learning</b></p> <ul style="list-style-type: none"> <li>• Committed to raising educational outcomes for all students</li> <li>• Sets high standards for teaching and learning and is committed to quality educational outcomes for all students</li> <li>• Committed to professional learning for themselves and their staff</li> <li>• Up to date pedagogical knowledge associated with innovative learning practices and the integration and effective use of digital technologies</li> <li>• Committed to continuing our focus on a broad education that promotes our REACH values (respect, engaged, aware, celebrate, honest), the environment, sport, the arts, as well as academic learning</li> <li>• Committed to ongoing improvement</li> <li>• Raising the profile of extra-curricular activities</li> </ul>						

1. What are the main reasons he / she will stand out as being a suitable candidate for this Principal position?
2. What further development or improvement will assist the applicant to perform this role successfully?
3. If you were in our position, would you appoint him/her as Principal to Lincoln Heights School and why?
4. Are there any other comments that will assist this BOT in considering this applicant?

SUMMARY:	Outstanding No reservations	Highly recommended	Recommended	Recommended some reservations	Not recommended
How would you rank the applicant for the position?					

5. Any additional comments about why have you selected this ranking?

Please email directly to: [admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz) (preferred) or post to:  
Nicky Knight, The Education Group Ltd, PO Box 26480, Epsom, Auckland 1344

**BY: 12 NOON, 6 March 2019**

Many thanks  
Nicky Knight