

**Request for Referee’s Report for the position of:**

**Principal: Birchwood School**

**Confidential to the Appointments Committee and**

**Roween Higgie of The Education Group Ltd**

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

Dear (name of Referee)

I am an applicant for the position of Principal at Birchwood School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Roween Higgie**

**The Education Group Ltd**

**Level 2, 24 Manukau Road, Epsom, Auckland 1023**

**OR**

**admin@educationgroup.co.nz** *(preferred)*

Referee reports must be received by **12:00 noon on Friday 19 September**

Yours sincerely,

Applicant



**Referee’s Report**

**(Confidential to the Birchwood School Appointments Committee   
and Roween Higgie of The Education Group)**

**For: (Referee to complete)**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Name of Referee: |  |
| Phone (Home) |  |
| Phone (work): |  |
| Phone (Mobile): |  |
| Email: |  |
| Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary? | Yes No |

1. **What is your relationship to the applicant? How long have you known them? What opportunities have you had recently to see them at work?**

**Please assess the applicant’s performance for each of the following selected performance indicators by placing a ü in the appropriate column.**

| **Professional and Management  Skills and Attributes** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent |
| --- | --- | --- | --- | --- | --- |
| **Pou Tangata | Leader of People** | | | | | |
| Lives our GROW values and embraces our school culture |  |  |  |  |  |
| Will foster an environment of growth and excellence for staff and students |  |  |  |  |  |
| Will be engaged with, know and enjoy the Birchwood students, whānau and the community, the iwi and local stakeholder groups |  |  |  |  |  |
| Demonstrates a commitment to being highly visible and engaged with the students, staff and families |  |  |  |  |  |
| Understands the need to connect before making changes (whanaungatanga) |  |  |  |  |  |
| Fosters a collaborative, high trust approach to leadership |  |  |  |  |  |
| **Pou Ako | Leader of Learning** | | | | | |
| Is a strong, visionary and inspiring leader who can deliver on our school Strategic Pou and build a new 2026 – 2029 plan with the board, staff and whānau / community |  |  |  |  |  |
| Has a proven track record of being focused on student learning, teacher pedagogical practice and improved achievement |  |  |  |  |  |
| Can make evidence based and student-centred decisions |  |  |  |  |  |
| Can lead change with the NZ Curriculum and work alongside of staff through this implementation phase to support pedagogical practice |  |  |  |  |  |
| Will support (be a champion for) our current environmental and sustainability initiatives including Garden to Table at Birchwood |  |  |  |  |  |
| Embraces and values the wider curriculum including sports, arts, culture and community engagement |  |  |  |  |  |
| Able to support and develop student agency and our Year 6 student leaders - Manukura o te Taiao |  |  |  |  |  |
| **Pou Tikanga Māori** | | | | | |
| Actively values and promotes Te Ao Māori and knows how to give meaningful effect to Te Tiriti o Waitangi in all aspects of school life |  |  |  |  |  |
| Displays proven ability to build on culturally responsive practices and promote cultural diversity |  |  |  |  |  |
| Will continue our Relationship Based Learning Approach |  |  |  |  |  |
| Can continue to support the school’s Kaupapa with our mana whenua and iwi Ngāti Apa ki te Rā Tō |  |  |  |  |  |
| **Pou Mahi | Leader of Operations** | | | | | |
| Has experience in all school operational elements – Finance, Personnel, Property Management, Health and Safety and compliance |  |  |  |  |  |
| Has proven experience or the knowledge to work in partnership with a Board to manage financial budgets well |  |  |  |  |  |
| Brings the capability to deliver on our 5YA and 10 YPP |  |  |  |  |  |
| Will willingly engage with the Board and the Birchwood PTA to work as a cohesive team for the benefit of the students |  |  |  |  |  |
| **Personal Attributes and Qualities** | | | | | |
| Is highly approachable, friendly and empathetic |  |  |  |  |  |
| Is a clear and transparent communicator |  |  |  |  |  |
| Brings a sense of fun and willingness to be involved |  |  |  |  |  |

1. **What do you consider to be the applicant’s most significant strength?**
2. **What do you consider to be the applicant’s areas for development?**
3. **If you were in our position, would you appoint this applicant to the role? (Please explain your answer)**

**Overall ranking**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUMMARY: | Outstanding  No reservations | Highly recommend | Recommend | Recommend some reservations | Do not recommend |
| How would you rank the applicant for the position? |  |  |  |  |  |

1. **Any other comments that will help this Board consider this applicant?**

**Please return directly to:**

**Roween Higgie**

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

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**By: 12:00 noon, Friday 19 September**

*Many thanks for taking the time to complete this report.*