

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

**Deputy Principal:**

**Cockle Bay School 2025**

**Confidential to the Appointment Committee of Cockle Bay School 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 Deputy Principal at Cockle Bay School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Tanya Prentice**

**Office Manager, The Education Group Ltd**

**admin@educationgroup.co.nz**

**Subject line: Cockle Bay School – Deputy Principal Appointment**

Referee reports must be received by **3:00 pm Wednesday 7th May 2025**

Yours sincerely

Applicant

A logo with a blue shield and white text

AI-generated content may be incorrect.

**Referee’s Report**

**(Confidential to the Cockle Bay School Appointment Committee   
and Roween Higgie of The Education Group)**

**For: (Candidate to complete)**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Name of Referee: |  |
| 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 ✓ in the appropriate column.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional, Pedagogical and Management** **Skills and Attributes** | **Outstanding** | **Highly competent** | **Competent** | **Competent but with some concerns** | **Not yet Competent** |
| Is an experienced and capable strategic leader who contributes constructively to the leadership of the school |  |  |  |  |  |
| Can set and maintain high expectations for teaching and learning |  |  |  |  |  |
| Can work collaboratively with others to lead the development and implementation of our changing curriculum and strengthen our current pedagogy |  |  |  |  |  |
| Is experienced in the collection, analysis, review and reporting of data through to Board level |  |  |  |  |  |
| Has strong pedagogical understanding and practice |  |  |  |  |  |
| Brings experience that will further strengthen Year 4 – 6 teaching and pastoral care |  |  |  |  |  |
| Can lead collaborative inquiry and further develop our staff and leaders |  |  |  |  |  |
| Can lead change, is agile in adapting to the changing needs in a fast-moving environment, and is a critical and creative problem solver |  |  |  |  |  |
| Excellent communication skills, orally and in writing, fostering positive relationships with all stakeholders |  |  |  |  |  |
| Brings expertise in Mathematics |  |  |  |  |  |
| Promotes an inclusive approach to supporting our diverse learners |  |  |  |  |  |
| Is highly skilled in PB4L and restorative practices |  |  |  |  |  |
| Has experience in working in partnership with parent communities, the Board and other associated groups |  |  |  |  |  |
| Demonstrates a commitment to Te Tiriti o Waitangi and brings an understanding of cultural capabilities and/or culturally responsive practice |  |  |  |  |  |
| Actively supports and contributes to the broader life of the school |  |  |  |  |  |
| Brings a high level of digitally fluency |  |  |  |  |  |
| Has a comprehensive understanding of managing risk in EOTC |  |  |  |  |  |
| Is well organised and able to develop and implement effective systems |  |  |  |  |  |
| **Personal Attributes** | | | | | |
| Has strong emotional intelligence |  |  |  |  |  |
| Shows empathy, integrity, is trustworthy and approachable |  |  |  |  |  |
| Establishes strong relationships with all stakeholders |  |  |  |  |  |

1. **What are the main reasons that they will stand out as being an excellent applicant for this Deputy Principal position?**
2. **Could you please share any areas where you think the applicant might benefit from further development or improvement?**
3. **If you were in our position, would you appoint them as Deputy Principal without reservation? Please supply the reasons for your response.**
4. **Any other comments that will help this Appointment Committee consider this applicant?**

**Please return directly to:**

**Roween Higgie**

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

**Subject line: Cockle Bay School – Deputy Principal position**

by **3:00 pm Wednesday 7th May 2025**

Many thanks for taking the time to complete this report.