

**REFEREE REPORT FORM**

Please give the attached referee form to three referees. Your referees need to complete the form and email it to [admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz) by 1:00 pm, 21 July 2025.

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

**PRINCIPAL**

**DARGAVILLE HIGH SCHOOL**

**Confidential to the DHS Commissioner and**

**Karen Smith 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 Dargaville High School, and I have named you as a confidential referee. Please forward the completed Referee’s Report to:

Karen Smith

The Education Group Ltd

admin@educationgroup.co.nz

Referee reports must be received by **1.00pm 21 July 2025**

Nga mihi

Applicant

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**Referee’s Report**

Confidential to the DHS Commissioner and

Karen Smith of The Education Group

Please provide as much detail as possible in your responses below

**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

Signed:

Date:

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1: What is your relationship to the applicant? How long have you known them?

2: What are the main reasons the candidate will stand out as being a suitable candidate for this Principal Position?

3: What are his/her areas for development/improvement?

4: If you were recruiting, would you appoint them as Principal with reservation? Please supply the reasons for your response

5: Any other comments that will help this Board consider this applicant?

6: Appointment Criteria: Please assess the applicant’s performance for each of the following selected performance indicators by placing a X in the appropriate column.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Appointment Criteria** | Outstanding | Highly competent | Competent but with concerns | Not Competent | Unknown |
| Places strong emphasis on upholding Te Ao Māori, Te Reo Māori, tikanga, and cultural identity. |  |  |  |  |  |
| Collaborative and respectful leader |  |  |  |  |  |
| A passionate leader of culture |  |  |  |  |  |
| Proven leadership experience |  |  |  |  |  |
| Integrity in decision making |  |  |  |  |  |
| Builds strong relationships with stakeholders |  |  |  |  |  |
| Highly effective communicator |  |  |  |  |  |
| Leader of learning |  |  |  |  |  |
| Promotes academic excellence |  |  |  |  |  |
| Is student centred |  |  |  |  |  |
| A leader of high quality teaching and learning |  |  |  |  |  |
| Focussed on well-being |  |  |  |  |  |
| Supports extra-curricular |  |  |  |  |  |
| Knowledge of key operational and legislative requirements |  |  |  |  |  |

7: Overall Rating

Please tick the box that best describes your ranking of the candidate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUMMARY** | **Highly Recommended** | **Recommended** | **Recommended some reservations** | **Not Recommended** |
| How would you rank the Applicant for this  Position? |  |  |  |  |

Thank you for taking the time to complete this record. Your contribution to the appointment process is greatly appreciated.

Please return this report via email to [admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)

**By 1:00 pm, 21 July 2025**