

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

**Deputy Principal:**

**Glen Taylor School**

**Confidential to Glen Taylor School Appointment’s Committee and**

**Julie Schumacher 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 Glen Taylor School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Julie Schumacher**

**The Education Group Ltd**

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

**OR**

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

Referee reports must be received by **1:00 pm, Friday 5 September 2025**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Glen Taylor School Deputy Principal Appointment’s Committee and Julie Schumacher 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 X in the appropriate column.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Performance Indicators The school is looking for a Deputy Principal who…  | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| Strongly commits to upholding and giving effect to Te Tiriti o Waitangi and understands Māori culture, values and perspectives |  |  |  |  |  |  |
| Has a proven ability to build on culturally responsive practices and promote cultural diversity |  |  |  |  |  |  |
| Is someone who embodies our values: fun, integrity, respect and excellence |  |  |  |  |  |  |
| Values teamwork, collegiality and recognises the importance of their role within the current leadership team |  |  |  |  |  |  |
| Has strong pedagogical and curriculum knowledge |  |  |  |  |  |  |
| Has a strong understanding of digital technologies, I.T and student management systems |  |  |  |  |  |  |
| Able to build strong positive relationships across the school and community, working effectively with staff, students and whānau |  |  |  |  |  |  |
| Is an enthusiastic competent leader, able to support, inspire, motivate and lead others  |  |  |  |  |  |  |
| Can effectively plan and lead staff in implementing specific programmes and new initiatives, with a focus on the refreshed English and Maths curricula |  |  |  |  |  |  |
| Has proven leadership and management skills in team and school-wide situations  |  |  |  |  |  |  |
| Can support the Principal and Leadership Team in providing effective leadership of learning and change. |  |  |  |  |  |  |
| Can model effective pedagogy, assessment and up to date teaching reflecting evidence-based practices |  |  |  |  |  |  |
| Has a sound understanding of assessment literacy and can lead and support teachers to use data to inform teaching. |  |  |  |  |  |  |
| Communicates clearly and effectively, both in writing and in person |  |  |  |  |  |  |
| Reflects on leadership and teaching practice and demonstrates strong commitment to on-going learning. |  |  |  |  |  |  |

1. **What are the main reasons that they will stand out as being an excellent candidate for this Deputy Principal position?**
2. **What are his/her weaknesses? Or areas needing development?**
3. **If you were in our position, would you appoint him/her as Deputy Principal without reservation? Please supply the reasons for your response.**
4. **Overall ranking**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUMMARY: | OutstandingNo 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 the Appointment’s Committee consider this applicant?**

**Please return directly to: Julie Schumacher**

admin@educationgroup.co.nz

The Education Group Ltd, PO Box 26480, Epsom Auckland 1023

**By: 1:00 pm, Friday 5 September 2025**

Many thanks for taking the time to complete this report.