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

**Principal: Kaukapakapa School**

**Confidential to the Principal, The Appointments 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 Principal at Kaukapakapa School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Julie Schumacher**

**The Education Group Ltd**

**PO Box 26480, Epsom, Auckland 1023**

**OR**

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

Referee reports must be received by **1:00 pm, Friday 23rd May 2025**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Kaukapakapa School Principal, the Appointments
Committee and Julie Schumacher of The Education Group)**

**For: (Candidate 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 ✓ in the appropriate column.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional and Management Skills and Attributes** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent |
| Committed to giving effect to Te Tiriti o Waitangi in very tangible and practical ways |  |  |  |  |  |
| Active in maintaining relationships with community and local iwi |  |  |  |  |  |
| Culturally responsive and inclusive, promoting te reo and tikanga  |  |  |  |  |  |
| Approachable, naturally displaying warmth, empathy, and a sense of humour with students, staff and community. |  |  |  |  |  |
| Has skills and attitudes to unite the school community and build strong partnerships  |  |  |  |  |  |
| Maintains and motivate successful teams, |  |  |  |  |  |
| Works with and for students, showing them deep respect |  |  |  |  |  |
| Visible in the classrooms, school, and community |  |  |  |  |  |
| Honest, consistently transparent and can make tough decisions in a timely and fair manner |  |  |  |  |  |
| Values staff and will continue to grow their capacity |  |  |  |  |  |
| Uses current research and up to date informed practice |  |  |  |  |  |
| Has a strong focus on student achievement, ensures that teaching and learning is future focused |  |  |  |  |  |
| Ensures that that all students can consistently access rich learning opportunities  |  |  |  |  |  |
| Has a strong evidence - based focus on literacy and numeracy across the school |  |  |  |  |  |
| A passionate educator with a deep commitment to equitable outcomes and inclusivity |  |  |  |  |  |
| Some experience in the management of a school in the areas of finance, personnel, property and health and safety |  |  |  |  |  |
| Works effectively with the board to continue the strategic direction of the school |  |  |  |  |  |

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

**Please return directly to:**

**Julie Schumacher**

admin@educationgroup.co.nz

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**1:00 pm, Friday 23rd May 2025**

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