

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

**Principal:**

**Maraetai Beach School 2024**

**Confidential to the Board of Maraetai Beach 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 Principal at Maraetai Beach 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: Maraetai Beach School - Principal Appointment**

Referee reports must be received by **3:00 pm Friday 17th May 2024**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Maraetai Beach School Board   
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 able to **build on the current strengths** of the staff, the students and the school including our local iwi, Takutai Charitable Trust and other stakeholders |  |  |  |  |  |
| Can continue to **grow the capacity** of our highly valued staff and leadership team and leverage their current strengths and expertise |  |  |  |  |  |
| Will foster an **environment of growth and excellence** for staff and students |  |  |  |  |  |
| Will be **engaged** with, **know** and **enjoy** the MBS students, whānau and the community, the iwi and local stakeholder groups |  |  |  |  |  |
| Understands the need to **connect before making changes** (whanaungatanga) |  |  |  |  |  |
| Will build and maintain our **inclusive and culturally responsive school culture** |  |  |  |  |  |
| Brings experience with and a **commitment to coaching** |  |  |  |  |  |
| Is a strong, **visionary and inspiring leader** who can deliver on our current Strategic Intent and will live our school values – Tō Tātou Ara – Our Way |  |  |  |  |  |
| Has a proven track record of being focused on **student learning, teacher pedagogical practice** and improved achievement |  |  |  |  |  |
| Is currently engaged in ensuring that **students continue to achieve their best** and excel |  |  |  |  |  |
| Can lead change with the **NZ Curriculum** using an evidence informed approach |  |  |  |  |  |
| Is able to make **evidence based and student centred** decisions |  |  |  |  |  |
| Brings ideas to strengthen and support the **Year 7 and 8 programme** |  |  |  |  |  |
| Will support our current **environmental and sustainability initiatives** |  |  |  |  |  |
| Will honour and give effect to **Te Tiriti o Waitangi** and has an ongoing commitment to their personal and professional growth in te reo and tikanga |  |  |  |  |  |
| Has experience in all **school operational elements** – Finance, Personnel, Property Management, Health and Safety and compliance |  |  |  |  |  |
| Will foster and further develop **our International Student** offering |  |  |  |  |  |
| Is highly **approachable, friendly and empathetic** |  |  |  |  |  |
| Is a clear and **transparent communicator** |  |  |  |  |  |

1. **What are the main reasons that they will stand out as being an excellent applicant for this 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 Principal without reservation? Please supply the reasons for your response.**
4. **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)

**Subject line: Maraetai Beach School - Principal position**

by **3:00 pm Friday 17th May 2024**

Many thanks for taking the time to complete this report.