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

**Principal:**

**Mellons Bay School**

**Confidential to the Board of Mellons Bay School and**

**Nicky Knight 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 Mellons Bay School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Nicky Knight**

**The Education Group Ltd**

**Level 1, 24 Manukau Road, Auckland 1023**

**OR**

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

Referee reports must be received by 1:00 pm, Wednesday 23 October 2024

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Mellons Bay School Board   
and Nicky Knight 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.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance IndicatorsThe school is looking for a principal who… | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent |
| Is approachable, open and genuinely cares for the wellbeing of staff and students |  |  |  |  |  |
| Has a proven track record of setting, articulating, and delivering a vision and strategies to achieve that vision |  |  |  |  |  |
| Is a strong and effective communicator who can build and inspire relationships throughout the school community |  |  |  |  |  |
| Can demonstrate success in building and motivating successful teams, encouraging a positive culture that enables staff and students to grow, develop, and succeed |  |  |  |  |  |
| Provides strong leadership and collaborates with the Senior Leadership Team and the Board |  |  |  |  |  |
| Is future focused and adaptable, supporting students to navigate their changing world |  |  |  |  |  |
| Upholds and progresses the school’s high academic standards and expectations in a nurturing and caring environment |  |  |  |  |  |
| Maintains the traditions and values of the Mellons Bay Way -  Respect, Responsibility, Resilience |  |  |  |  |  |
| Has a commitment to student achievement and ensures all students, including students with diverse needs and backgrounds are supported and enabled to progress and achieve |  |  |  |  |  |
| Leads quality teaching and learning in our changing legislative and curriculum environment |  |  |  |  |  |
| Strongly commits to upholding and giving effect to Te Tiriti o Waitangi and understands Māori culture, values and perspectives |  |  |  |  |  |
| Focuses on equitable outcomes for Māori |  |  |  |  |  |
| Engages and collaborates with Māori |  |  |  |  |  |
| Has experience in the management of a school in the areas of finance, personnel, property and health and safety |  |  |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUMMARY: | Outstanding  No 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 Board consider this applicant?**

**Please return directly to: Nicky Knight**

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

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

**By: 1:00 pm Wednesday 23 October 2024**

Many thanks for taking the time to complete this report.