A logo of a lighthouse

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

**Deputy Principal:**

**Northcross Intermediate School**

**Confidential to Northcross Intermediate School Appointment’s Committee and**

**Sarah Hynds 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 Northcross Intermediate School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Sarah Hynds**

**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 7th November 2025

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Northcross Intermediate School Deputy Principal Appointment’s Committee and Sarah Hynds 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 IndicatorsThe school is looking for a Deputy Principal who… | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| Has experience leading and teaching in the Junior School |  |  |  |  |  |  |
| Has in-depth knowledge of a structured literacy approach |  |  |  |  |  |  |
| Has experience with transition to school programmes |  |  |  |  |  |  |
| Demonstrates empathy and an understanding of students with additional learning needs and builds connections with their families |  |  |  |  |  |  |
| Demonstrates strong, relational skills such as being approachable, trustworthy, fair, supportive, and positive with a sense of humour |  |  |  |  |  |  |
| Engages and inspires the entire school community through effective communication |  |  |  |  |  |  |
| Is a strong, confident educational leader who is capable of continuing the strategic direction of the school |  |  |  |  |  |  |
| Has strong pedagogical and curriculum knowledge |  |  |  |  |  |  |
| Values teamwork, collegiality and recognises the importance of their role within the current cohesive Senior Leadership Team |  |  |  |  |  |  |
| Has an ability to lead change and the development of Te Mātaiaho, the New Zealand Curriculum |  |  |  |  |  |  |
| Has a proven ability to build on culturally responsive practices and promote cultural diversity |  |  |  |  |  |  |
| Strongly commits to upholding and giving effect to Te Tiriti o Waitangi and understands Māori culture, values and perspectives |  |  |  |  |  |  |
| Is someone who embodies our four values: responsibility, respect, resilience and excellence. |  |  |  |  |  |  |
| Is student focused, emphasising wellbeing and academic excellence |  |  |  |  |  |  |
| Is a leader with a strong understanding of ‘Education with a Heart’ who fosters a nurturing environment for staff who are adapting to change |  |  |  |  |  |  |

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: | 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 Appointment’s Committee consider this applicant?**

**Please return directly to: Sarah Hynds**

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

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

**By: 1:00 pm Friday 7th November 2025**

Many thanks for taking the time to complete this report.