

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

**Principal: Papatoetoe Central School**

**Confidential to the Board, 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 Papatoetoe Central 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, 2nd May 2025**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Papatoetoe Central School Board, the**

**Appointments Committee and Julie Schumacher of The Education Group)**

**For: (Referee 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 |
| Lives our values and respects our traditions |  |  |  |  |  |
| Values teamwork and can work collaboratively with all stakeholders |  |  |  |  |  |
| Is inspirational, well-organised, and able to lead confidently and effectively |  |  |  |  |  |
| Visible and engaged with students, staff, whanau and wider community |  |  |  |  |  |
| Has the ability to build an engaging culture for all staff |  |  |  |  |  |
| Is experienced in leadership, leads by example, and is student-focused |  |  |  |  |  |
| Has a strong ability to connect with children |  |  |  |  |  |
| Is highly experienced in leadership coaching and development of senior leaders |  |  |  |  |  |
| Displays strong stakeholder relationships, with demonstrated ability to influence change |  |  |  |  |  |
| Values Te Ao Māori and knows how to give meaningful effect to Te Tiriti o Waitangi |  |  |  |  |  |
| Shows proven ability to build on culturally responsive practices and promote cultural diversity |  |  |  |  |  |
| Values staff and will continue to grow their capacity to meet the needs of our learners |  |  |  |  |  |
| Ensures the effective teaching of our broad, rich curriculum |  |  |  |  |  |
| Has a focus on continuous performance and professional development |  |  |  |  |  |
| Has ability to develop a local curriculum that reflects the needs and interests of our students and our community |  |  |  |  |  |
| Is experienced in school property management, budgeting, personnel, health & safety, and some experience in school finance |  |  |  |  |  |

1. **What are the reasons that they will stand out as being an excellent applicant for this Principal position?**
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 as Principal without reservation? Please supply reasons for your response.**
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, 2nd May 2025**

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