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

**Principal**

**Pigeon Mountain Primary School**

**Confidential to the Board of Pigeon Mountain Primary 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 Pigeon Mountain Primary 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 2, 24 Manukau Road, Auckland 1023**

**OR**

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

Referee reports must be received by **1:00 pm, Wednesday 19 February 2025.**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Board of Pigeon Mountain Primary School 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?**
2. **How long have you known them?**
3. **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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Appointment Criteria** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| **POU TANGATA - LEADER OF PEOPLE** | | | | | | | |
| Demonstrates effective schoolwide leadership |  |  |  |  |  |  |
| Sets a clear strategic vision for the school |  |  |  |  |  |  |
| Creates a positive and supportive environment which helps staff to thrive and encourages professional growth |  |  |  |  |  |  |
| Understands the ethos of the school - ‘education with a heart’ and its values: respect, resilience, responsibility and excellence |  |  |  |  |  |  |
| Creates a positive, safe and supportive learning environment |  |  |  |  |  |  |
| Communicates effectively with the school’s stakeholders |  |  |  |  |  |  |
| Values staff wellbeing and creates an environment of trust and care |  |  |  |  |  |  |
| Shows empathy, has integrity, is respectful and invested in the success of the school and the wellbeing of staff and students |  |  |  |  |  |  |
| Is highly visible, present and engaged |  |  |  |  |  |  |
| **POU AKO - LEADER OF LEARNING** | | | | | | | |
| Promotes high standards of success with a focus on academic and personal growth for all students |  |  |  |  |  |  |
| Values staff and will continue to grow their capacity to meet the needs of the learners and the changing landscape of education |  |  |  |  |  |  |
| Leads change effectively, is adaptive and innovates |  |  |  |  |  |  |
| **POU TIKANGA MĀORI** | | | | | | | |
| Brings cultural capability and an understanding of the bicultural nature of education |  |  |  |  |  |  |
| Values multicultural inclusiveness and diversity with a bicultural foundation |  |  |  |  |  |  |
| Has the skills and attributes that will build strong partnerships with parents, whānau, iwi and the local and wider communities |  |  |  |  |  |  |
| **POU MAHI - LEADER OF OPERATIONS** | | | | | | | |
| Able to effectively lead the operational aspects of the school including finances, property, people and organisational management |  |  |  |  |  |  |

1. **What are the main reasons they will stand out as being an excellent candidate for this Principal position?**
2. **What are their areas for further development?**
3. **If you were in our position, would you appoint them 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 19 February 2025**

Many thanks for taking the time to complete this report.