

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

**Principal**

**Ponsonby Primary School**

**Confidential to the Board of Ponsonby Primary 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 Ponsonby Primary School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Roween Higgie**

**The Education Group Ltd**

**Level 2, 24 Manukau Road, Auckland 1023**

**OR**

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

Referee reports must be received by **3:00 pm, Friday 9th May 2025.**

Yours sincerely

Applicant

A white circle with blue text and horse

AI-generated content may be incorrect.

**Referee’s Report**

**(Confidential to the Board of Ponsonby Primary School   
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?**
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 |
| **Skills and Abilities** | | | | | | | |
| Has proven experience in leadership and can empower stakeholders to achieve the school’s vision and strategic direction |  |  |  |  |  |  |
| Is up to date in their educational and pedagogical knowledge |  |  |  |  |  |  |
| Has a proven track record of being focused on student learning, teacher pedagogical practice and improved achievement |  |  |  |  |  |  |
| Fosters an environment of growth and excellence for the staff and the students |  |  |  |  |  |  |
| Values teamwork and will continue to grow the capacity of our highly valued staff and leadership team and leverage their current strengths and expertise |  |  |  |  |  |  |
| Brings experience in the delivery and assessment of the New Zealand Curriculum |  |  |  |  |  |  |
| Demonstrates the ability to make evidence based and student-centred decisions |  |  |  |  |  |  |
| Demonstrates the ability to build and maintain our inclusive and culturally responsive school culture |  |  |  |  |  |  |
| Brings experience with and a commitment to coaching |  |  |  |  |  |  |
| Sees the value in being highly visible and engaged with the students, staff and families |  |  |  |  |  |  |
| Is a reflective practitioner with a passion for the ongoing development of the school |  |  |  |  |  |  |
| Can value our rich history while embracing (extending) our high performing learning community |  |  |  |  |  |  |
| Can work constructively with a range of different key stakeholder groups and continue to support the school’s fundraising efforts |  |  |  |  |  |  |
| Is a capable and transparent day to day manager with some proven skills in the areas of finance, personnel, property and health and safety |  |  |  |  |  |  |
| Understands and honours Te Tiriti o Waitangi |  |  |  |  |  |  |
| Is an effective communicator to students, staff and the community |  |  |  |  |  |  |
| **Personal Attributes** | | | | | | | |
| Capacity to inspire |  |  |  |  |  |  |
| Passionate |  |  |  |  |  |  |
| Empathetic |  |  |  |  |  |  |
| Connected |  |  |  |  |  |  |
| Relational |  |  |  |  |  |  |

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: Roween Higgie**

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

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

**By: 3:00 pm Friday 9th May 2025**

Many thanks for taking the time to complete this report.