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

**Paihia School**

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

**Karen Smith**

**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 12 September 2025.**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Board of Paihia School and  
 Karen Smith 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 integrity, fairness and consistency |  |  |  |  |  |  |
| Shows deep commitment to staff, students and whānau |  |  |  |  |  |  |
| Is approachable and easy to relate to |  |  |  |  |  |  |
| Encourages and celebrates success |  |  |  |  |  |  |
| Holds high expectations of self and others |  |  |  |  |  |  |
| Communicates effectively with the school’s stakeholders |  |  |  |  |  |  |
| Takes a strong stance on issues that matter most |  |  |  |  |  |  |
| Promotes a welcoming, inclusive, happy school |  |  |  |  |  |  |
| Is highly visible, present and engaged |  |  |  |  |  |  |
| **POU AKO - LEADER OF LEARNING** | | | | | | | |
| Has a deep knowledge of curriculum |  |  |  |  |  |  |
| Has high expectations for student achievement |  |  |  |  |  |  |
| Is focussed on improving outcomes for priority learners |  |  |  |  |  |  |
| Creates rich learning experiences including in the local environment |  |  |  |  |  |  |
| Has a growth mindset and is future focussed |  |  |  |  |  |  |
| **POU TIKANGA MĀORI** | | | | | | | |
| Brings cultural capability and an understanding of the bicultural nature of education |  |  |  |  |  |  |
| Has deep respect for Te Tiriti o Waitangi, te ao Māori and tikanga Māori |  |  |  |  |  |  |
| Has the skills and attributes that will build strong partnerships with parents, whānau, iwi and the local and wider communities |  |  |  |  |  |  |
| Consistently uses te reo Māori with accuracy and fluency |  |  |  |  |  |  |
| **POU MAHI - LEADER OF OPERATIONS** | | | | | | | |
| Able to effectively lead the operational aspects of the school including finances, property, people and organisational management |  |  |  |  |  |  |
| Is calm and organised when under pressure |  |  |  |  |  |  |
| Delegates effectively and build capacity of the team |  |  |  |  |  |  |
| Supports school events and initiatives in school and in the community |  |  |  |  |  |  |

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: Karen Smith**

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

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

**By: 3:00 pm Friday 12 September 2025**

Many thanks for taking the time to complete this report.