

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

**Principal: Pakuranga Heights School**

**Confidential to the Board, The Appointments Committee 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 Pakuranga Heights School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Nicky Knight**

**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 Wednesday 28 May 2025**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Pakuranga Heights School Board, the**

**Appointments Committee and Nicky Knight 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 ü in the appropriate column.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| * Is an experienced and capable strategic leader
 |  |  |  |  |  |  |
| * Is passionate about working in a multicultural environment
 |  |  |  |  |  |  |
| * Has expertise in leading digital capability
 |  |  |  |  |  |  |
| * Fosters a positive school culture and values a student-centred approach
 |  |  |  |  |  |  |
| * Values collaboration and inclusiveness
 |  |  |  |  |  |  |
| * Has an in-depth understanding of cultural capability and inclusiveness
 |  |  |  |  |  |  |
| * Has strong communication and collaboration skills
 |  |  |  |  |  |  |
| * Has knowledge of the changing New Zealand Curriculum and a broad pedagogical knowledge
 |  |  |  |  |  |  |
| * Is able to provide mentorship and grow staff capability
 |  |  |  |  |  |  |
| * Is organised, a team player and values professionalism
 |  |  |  |  |  |  |
| * Has a sense of humour and fun
 |  |  |  |  |  |  |

1. **What are the reasons that they will stand out as being an excellent applicant for this Deputy Principal position?**
2. **What do you consider to be the applicant’s areas for development?**
3. **Any other comments that will help this Appointment’s Committee consider this applicant?**
4. **How would you rank the applicant for this position?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Highly Recommended** | **Recommended** | **Recommended some reservations** | **Not Recommended** |
|  |  |  |  |

Thank you for taking the time to complete this record. Your contribution to the appointment process is greatly appreciated.

**Please return directly to:**

**Nicky Knight**

admin@educationgroup.co.nz

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**1:00 pm Wednesday 28 May 2025**