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

**Principal**

**Pasadena Intermediate School**

**Confidential to the Board of Pasadena Intermediate 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 Pasadena Intermediate 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 5 March 2025.**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Board of Pasadena Intermediate 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** | | | | | | | |
| Is experienced in leadership, self-assured, strategic, decisive and forward thinking |  |  |  |  |  |  |
| Creates and maintains positive relationships with staff, students, and the wider community |  |  |  |  |  |  |
| Is a highly effective communicator who fosters a sense of belonging for students, staff, whānau and the community |  |  |  |  |  |  |
| Is culturally competent and upholds and values tikanga Māori |  |  |  |  |  |  |
| Values diversity and ensures all cultures and perspectives are respected and reflected in school life |  |  |  |  |  |  |
| **POU AKO - LEADER OF LEARNING** | | | | | | | |
| Ensures the effective teaching of a broad, rich curriculum that provides multiple opportunities to develop the skills and talents of our ākonga |  |  |  |  |  |  |
| Values staff professional learning and development including building leadership in others |  |  |  |  |  |  |
| Has current in-depth content and pedagogical knowledge and can lead learning |  |  |  |  |  |  |
| Committed to supporting diverse learners to access the curriculum |  |  |  |  |  |  |
| Upholds the value of bilingual pathways |  |  |  |  |  |  |
| **POU TIKANGA MĀORI** | | | | | | | |
| Demonstrates knowledge of Te Tiriti o Waitangi and its integration into school life |  |  |  |  |  |  |
| Is committed to bilingual education |  |  |  |  |  |  |
| Has a strong commitment to te reo Māori and tikanga Māori across the school |  |  |  |  |  |  |
| **POU MAHI - LEADER OF OPERATIONS** | | | | | | | |
| Has experience in finance, property, health and safety, and leading people |  |  |  |  |  |  |
| Has strategic acumen to build on a school’s direction and vision |  |  |  |  |  |  |

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, Level 2, Manukau Road, Epsom

**By: 1:00 pm Wednesday 5 March 2025**

Many thanks for taking the time to complete this report.