

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

**Principal**

**Point View School**

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

**Kerry Mitchell/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 **1:00 pm, Wednesday 4th June 2025.**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Board of Point View School,
Kerry Mitchell 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **POU TANGATA - LEADER OF PEOPLE** |
| Lives our values and embraces our school culture |  |  |  |  |  |  |
| Demonstrates a commitment to being highly visible and engaged with the students, staff and families |  |  |  |  |  |  |
| Fosters a collaborative, high trust approach to leadership  |  |  |  |  |  |  |
| Understands how to build teams and work collaboratively with the Board, Senior Leadership Team and across the wider community |  |  |  |  |  |  |
| **POU AKO - LEADER OF LEARNING** |
| Is passionate about our students and staff and their learning and development  |  |  |  |  |  |  |
| Is highly visible and present around the school and in classrooms |  |  |  |  |  |  |
| Is an experienced and capable strategic thinker who holds a clear vision for future focused learning and teaching  |  |  |  |  |  |  |
| Sets and maintains high expectations and will commit to improved academic progress, achievement, and equity of outcomes for all students  |  |  |  |  |  |  |
| Creates an inclusive environment for all learners and supports those with diverse needs |  |  |  |  |  |  |
| Has an in-depth understanding of the New Zealand Curriculum and its implementation  |  |  |  |  |  |  |
| Has the skills to lead the well-balanced curriculum that embraces academic achievement  |  |  |  |  |  |  |
| Embraces and values the Performing Arts, Sports and EOTC  |  |  |  |  |  |  |
| **POU TIKANGA MĀORI** |
| Honours Te Tiriti o Waitangi, and promotes Te Reo and tikanga across the school |  |  |  |  |  |  |
| **POU MAHI - LEADER OF OPERATIONS** |
| Demonstrates skill and experience in the management of a school in the areas of finance, personnel, property and health and safety |  |  |  |  |  |  |

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: | OutstandingNo 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: Kerry Mitchell/Roween Higgie**

admin@educationgroup.co.nz

The Education Group Ltd, Level 2, 24 Manukau Road, Epsom.

**By: 1:00 pm Wednesday 4 June 2025**

Many thanks for taking the time to complete this report.