**Logo, company name

Description automatically generated**

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

**ASSOCIATE PRINCIPAL**

**RANDWICK PARK SCHOOL**

**Confidential to the Board of Trustees**

**and Julie Schumacher 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 Associate Principal at Randwick Park School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**admin@educationgroup.co.nz**

or post to:

**Julie Schumacher**

**The Education Group Ltd**

**PO Box 26480, Epsom, Auckland 1023**

Referee’s reports must be received by **1:00 pm Friday 28 March 2025**

Yours sincerely

Applicant

**Logo, company name

Description automatically generated**

**Referee’s Report**

(Confidential to the Board of Trustees, Randwick Park School and Julie Schumacher of The Education Group)

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Name of Referee: |  |
| Phone (Home) |  |
| Phone (work): |  |
| Phone (Mobile): |  |
| Email: |  |
| What is your relationship to the Applicant? |  |
| How long have you known the applicant? What opportunities have you had recently to see them at work? |  |
| Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary? | Yes No |

**Signed**: **Date**:

***Please assess the applicant’s performance for each of the following selected performance indicators by placing a ✓ in the appropriate column.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional and Management Skills and Attributes** | **Outstanding** | **Highly competent** | **Competent** | **Competent but with some concerns** | **Not Competent** |
| Demonstrates strong, relational skills including being approachable, trustworthy, fair, supportive, positive and honest |  |  |  |  |  |
| Displays effective interpersonal and time management skills |  |  |  |  |  |
| Effective communicator with tamariki, staff and the community |  |  |  |  |  |
| Models a strong work ethic |  |  |  |  |  |
| Plays an active role in the corporate life of the school |  |  |  |  |  |
| Confident educational leader who is capable of contributing to the strategic direction of the school |  |  |  |  |  |
| Current pedagogical and curriculum knowledge |  |  |  |  |  |
| Engages with and inspires the school community |  |  |  |  |  |
| Values teamwork and works collaboratively with the staff and students |  |  |  |  |  |
| Demonstrates an empathy and understanding of tamariki with a range of learning and behavioural needs |  |  |  |  |  |
| Proven ability to build on culturally responsive practices and promote cultural diversity |  |  |  |  |  |
| Effectively builds connections with learners and whānau |  |  |  |  |  |
| A leader who is passionate about inclusion |  |  |  |  |  |
| Strategic and solution focused thinker who maintains high standards |  |  |  |  |  |
| Student focused emphasising wellbeing and academic excellence |  |  |  |  |  |
| A leader who demonstrates collegiality across the school and community |  |  |  |  |  |
| Data and digitally literate |  |  |  |  |  |
| Identifies and grows leadership of both adults and students |  |  |  |  |  |

1. **What are the main reasons that this candidate will stand out as being an excellent candidate for this Associate Principal’s position?**
2. **What are his/her weaknesses? Or areas needing development?**
3. **Any other comments that will help the Appointment Committee consider this applicant?**
4. **How would you rank the applicant for the position? (Select one)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outstanding**  **no**  **reservations** | **Highly recommended** | **Recommended** | **Recommended some reservations** | **Not recommended** |
|  |  |  |  |  |

**Please explain why you have selected this ranking.**

Please email directly to: [admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)

**or post to:**

Julie Schumacher

The Education Group Ltd

PO Box 26480, Epsom, Auckland 1023

**BY: 1:00 pm on Friday 6th November 2020**

Many thanks