A logo with blue figures

AI-generated content may be incorrect.

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

**Principal: Sherwood Primary School**

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

**Roween Higgie**

**The Education Group Ltd**

**Level 2, 24 Manukau Road, Epsom, Auckland 1023**

**OR**

**admin@educationgroup.co.nz** *(preferred)*

Referee reports must be received by **12:00noon on Friday 19th September**

Yours sincerely,

Applicant

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**Referee’s Report**

**(Confidential to the Sherwood Primary School Appointments Committee   
and Roween Higgie 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 ✓ in the appropriate column.**

| **Professional and Management  Skills and Attributes** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent |
| --- | --- | --- | --- | --- | --- |
| **Pou Tangata | Leader of People** | | | | | |
| A **strategic and inspiring leader** who will embrace our diversity and inclusive culture |  |  |  |  |  |
| Able to **value and celebrate our diverse multicultural** nature |  |  |  |  |  |
| **Shows whakawhanaungatanga** – understands the importance of relationships as the foundation for connections |  |  |  |  |  |
| Demonstrates a commitment to being **highly visible and engaged** with the students, staff and whānau / families and in the community |  |  |  |  |  |
| Fosters a **collaborative, high trust** approach to leadership |  |  |  |  |  |
| **Values all staff** and will continue to **grow quality leadership** and education focusing on achievement and wellbeing for all |  |  |  |  |  |
| Knows how to build and **strengthen capable leaders** to work collectively to meet the school’s goals |  |  |  |  |  |
| Is experienced in working **collaboratively with the board** and has had experience in working with a variety of parent and community groups |  |  |  |  |  |
| Is a highly **effective communicator** |  |  |  |  |  |
| **Pou Ako | Leader of Learning** | | | | | |
| Has proven experiences of being **passionate about our students** and their learning and development |  |  |  |  |  |
| Is prepared to be **highly visible and present** around the school, in classrooms and in supporting students and the community across a wide range of events |  |  |  |  |  |
| **Sets and maintains high expectations** and will commit to improved academic progress, achievement, and equity of outcomes for all students |  |  |  |  |  |
| **Creates and supports an inclusive environment** for all learners and supports those with diverse needs |  |  |  |  |  |
| Has an **in depth understanding of the New Zealand Curriculum** and directly supports its implementation |  |  |  |  |  |
| Is experienced in **leading successful change** especially in curriculum and assessment |  |  |  |  |  |
| **Pou Tikanga Māori** | | | | | |
| Actively **values and promotes Te Ao Māori** and knows how to give meaningful effect to Te Tiriti o Waitangi in all aspects of school life |  |  |  |  |  |
| Displays proven ability to build on **culturally responsive practices** and promote cultural diversity |  |  |  |  |  |
| **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 |  |  |  |  |  |
| Is able to promote and sustain our **Before and After School Care and International Student Programme** |  |  |  |  |  |
| **Personal Attributes and Qualities** | | | | | |
| Approachable and leads with respect and care |  |  |  |  |  |
| Has a positive, encouraging attitude |  |  |  |  |  |
| Empowering, energetic and inspiring |  |  |  |  |  |
| A courageous leader |  |  |  |  |  |
| Well organised and reflective |  |  |  |  |  |

1. **What do you consider to be the applicant’s most significant strength?**
2. **What do you consider to be the applicant’s areas for development?**
3. **If you were in our position, would you appoint this applicant to the role? (Please explain your answer)**

**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 this Board consider this applicant?**

**Please return directly to:**

**Roween Higgie**

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

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**By: 12:00 noon, Friday 19th September 2025**

*Many thanks for taking the time to complete this report.*