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

**PRINCIPAL**

**ST FRANCIS CATHOLIC SCHOOL THAMES**

**Confidential to the St Francis Catholic School Board**

**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 St Francis Catholic School, Thames, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**admin@educationgroup.co.nz**

or post to:

**Nicky Knight**

**The Education Group Ltd**

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

Referee’s reports must be received by **1:00 pm Wednesday 12 November 2025**

Yours sincerely

Applicant

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**Referee’s Report**

(Confidential to the Board of St Francis Catholic School, Thames

and Nicky Knight of The Education Group)

**Name of Applicant**:

**Name of Referee**:

**Home phone**: **Mobile phone**:

**Work phone**: **Work Ext**:

**Email**:

**Relationship to the applicant**:

**How long have you known the applicant?**

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**:

**Criteria for Appointment: *Please assess the applicant’s performance for each of the following selected appointment criteria by placing a X in the appropriate box:***

|  | **Appointment Criteria**  **We are looking for a Principal who:** | **Outstanding** | **Highly competent** | **Competent** | **Competent but with some concerns** | **Not Competent** | **Unknown** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Leadership of a Catholic School** | Demonstrates Catholic values-based leadership and has a strong commitment to the faith |  |  |  |  |  |  |
| Upholds the Catholic Character, Charism and Christian values of the School |  |  |  |  |  |  |
| Develops a strong faith-based relationship between the Parish, School community and families |  |  |  |  |  |  |
| Balances faith-centered leadership with innovation, inclusion, and organisational excellence |  |  |  |  |  |  |
| Leads the implementation of the new Religious Education Curriculum as well as being the DRS |  |  |  |  |  |  |
| **POU AKO: Leader of Vision for Learning** | Can continue to effectively build on the School’s strategic direction and vision |  |  |  |  |  |  |
| Is inspirational, well organised and able to lead confidently and effectively |  |  |  |  |  |  |
| Shows a commitment to high academic standards with a focus on core literacy and numeracy skills and knowledge development |  |  |  |  |  |  |
| Fosters high quality teaching and encourages staff to explore evidence-based innovative practices |  |  |  |  |  |  |
| Builds connections and ensures students and families feel part of the School community |  |  |  |  |  |  |
| **POU TANGATA: Leader of People:** | Has strong relationship skills, works in a collaborative and collegial manner with board, staff, students and the community |  |  |  |  |  |  |
| Is an effective communicator who builds trust and creates clear expectations for students and staff |  |  |  |  |  |  |
| Upholds the pastoral care of the staff and students |  |  |  |  |  |  |
| **POU TIKANGA:**  **Tikanga Māori / Te Ao Māori / Mātauranga Māori** | Understands and models how to give effect to Te Tiriti o Waitangi |  |  |  |  |  |  |
| Models culturally responsive practice and understands what this means and looks like in our St Francis Catholic School context |  |  |  |  |  |  |
| Demonstrates a commitment to Te Ao Māori and positive outcomes for Māori students |  |  |  |  |  |  |
| **POU MAHI: Leader of Operations** | Has experience in meeting legislative requirements in the areas of finance, personnel, property and health and safety and understands the practical implications of these obligations for school management |  |  |  |  |  |  |

1. **What are the main reasons that this candidate will stand out as being an excellent candidate for this Principal position?**
2. **What are his/her areas needing development?**
3. **If you were in our position, would you appoint him/her as Principal without reservation? Please supply the reasons for your response.**
4. **Any other comments that will help the Board consider this applicant?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUMMARY:** | **Highly recommended** | **Recommended** | **Recommended some reservations** | **Not recommended** |
| How would you rank the applicant for the position? |  |  |  |  |

Please email directly to: admin@educationgroup.co.nz

**Closing date: 1:00 pm Wednesday 12 November 2025**

Many thanks