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

**Principal: Sunnybrae Normal School**

**Confidential to the Board, 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 Sunnybrae Normal School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Roween Higgie**

**The Education Group Ltd**

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

**OR**

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

Referee reports must be received by **3:00pm Wednesday 4th June 2025**

Yours sincerely

Applicant

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**Referee’s Report**

**Confidential to the Sunnybrae Normal School Board**

**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 Tāngata (Leader of People)** | | | | | |
| Demonstrates proven successful senior leadership experience |  |  |  |  |  |
| Is visible and present around the school and in classrooms |  |  |  |  |  |
| Connects with and builds strong relationships with staff, students, and families in our school community and our network of Kāhui Ako and Normal Schools |  |  |  |  |  |
| Creates an inclusive environment for all learners and supports those with diverse needs |  |  |  |  |  |
| Values and celebrates our diverse cultures |  |  |  |  |  |
| **Pou Ako (Leader of Vision for Learning)** | | | | | |
| Demonstrates that they are an experienced and capable visionary leader and strategic thinker |  |  |  |  |  |
| Sets and maintain high expectations and commits to improved academic progress, achievement, and equity of outcomes for all ākonga |  |  |  |  |  |
| Has an in-depth understanding of the New Zealand Curriculum and directly supports its implementation |  |  |  |  |  |
| Supports our RICE values of Respect, Independence, Cooperation and Excellence |  |  |  |  |  |
| Has experience in leading assessment for learning and structured teaching approaches |  |  |  |  |  |
| Commits to valuing and strengthening our Normal School status |  |  |  |  |  |
| Values and actively supports staff professional learning and development alongside their own |  |  |  |  |  |
| **Pou Tikanga Māori (Giving Effect to Te Tiriti O Waitangi)** | | | | | |
| Honours Te Tiriti o Waitangi in the context of our school, the local environment and curriculum |  |  |  |  |  |
| Demonstrates culturally responsive practices and understands what this means and looks like in our diverse educational context |  |  |  |  |  |
| **Pou Mahi (Leader of Operations)** | | | | | |
| Has experience in school administration including finance, personnel, health and safety, and property management |  |  |  |  |  |
| Has the ability to manage relationships with multiple outside parties/agencies ensuring the best outcomes for Sunnybrae Normal School |  |  |  |  |  |
| **Personal Attributes:** | | | | | |
| An excellent listener and communicator |  |  |  |  |  |
| A reflective leader and learner |  |  |  |  |  |
| Approachable and visible - strong daily presence |  |  |  |  |  |
| Kind and caring and calm under pressure |  |  |  |  |  |

1. **What are the reasons that they will stand out as being an excellent applicant for this Principal position?**
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 as Principal without reservation? Please supply reasons for your response.**
4. **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

**3:00pm Wednesday 4th June**

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