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

**Deputy Principal:**

**Sunnyhills School**

**Confidential to the Appointments Committee of Sunnyhills School 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 Deputy Principal at Sunnyhills School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Tanya Prentice**

**Office Manager, The Education Group Ltd**

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

**Subject line: Sunnyhills Principal Appointment**

Referee reports must be received by **1:00pm Friday 18 October 2024**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Sunnyhills School Appointments Committee  
and Julie Schumacher 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? How long have you known them? What opportunities have you had recently to see them at work?**

1. **What are the main reasons that they will stand out as being an excellent candidate for this Deputy Principal position?**

*Please assess the applicant’s performance for each of the following selected performance indicators by placing a X in the appropriate column.  Any additional comments you have would be appreciated.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional Skills and Attributes** | | Outstanding | | Highly competent | | Competent | | Competent but with some concerns | | Not Competent | | Outstanding | |
| A deep understanding of the refreshed NZ curriculum and Assessment for Learning pedagogy and practice |  | |  | |  | |  | |  | |  | |
| Ability and experience to lead the implementation of the English curriculum across the school |  | |  | |  | |  | |  | |  | |
| Proficient in using data across the school to inform decisions, track student progress and implement targeted interventions |  | |  | |  | |  | |  | |  | |
| Ability to communicate clearly with staff, students, whanau and the broader community |  | |  | |  | |  | |  | |  | |
| Understands and responds to the needs of students, staff and families with care and sensitivity |  | |  | |  | |  | |  | |  | |
| Flexible and open to change, able to lead the school through periods of transition or uncertainty |  | |  | |  | |  | |  | |  | |
| Approaches problems with a solutions focused mindset, thinking creatively to overcome challenges |  | |  | |  | |  | |  | |  | |
| Keeps an eye on emerging trends in education and is proactive in preparing the school for the future |  | |  | |  | |  | |  | |  | |
| Efficient in managing time and balancing multiple responsibilities |  | |  | |  | |  | |  | |  | |
| Delegates tasks effectively, empowering others while ensuring accountability |  | |  | |  | |  | |  | |  | |
| Meticulous in planning and executing school initiatives and daily operations |  | |  | |  | |  | |  | |  | |
| Puts the needs and success of students at the forefront of all decisions. |  | |  | |  | |  | |  | |  | |
| Has a good sense of humour |  | |  | |  | |  | |  | |  | |

1. **What are his/her weaknesses? Or areas needing development?**
2. **If you were in our position, would you appoint them as Deputy Principal without reservation? Please supply the reasons for your response.**
3. **Any other comments that will help this Committee consider this applicant?**

**Please return directly to:**

**Julie Schumacher**

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

**Subject line: Sunnyhills School Deputy Principal position**

OR

Deliver to: Tanya Prentice, Office Manager, The Education Group Ltd, Level 1, 24 Manukau Road, Epsom

**By: 1:00pm Friday 18 October 2024**

Many thanks for taking the time to complete this report.