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

**Principal:**

**Te Uho o te Nikau Primary School**

**Confidential to the Board Te Uho o te Nikau Primary 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 Principal at Te Uho o te Nikau Primary 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: Te Uho o te Nikau Primary Principal Appointment**

Referee reports must be received by **1:00pm 3rd May 2024**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Te Uho o te Nikau Primary School Board   
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 |

**Following are the skills, capabilities, and dispositions we are looking for:**

**Personal Attributes and Qualities**

* *Is approachable and kind*
* *Is an excellent listener and communicator*
* *Has a sense of fun and enjoyment*
* *Displays strength in establishing relationships*
* *Is visionary and innovative in their leadership thinking*

**POU TĀNGATA – Leader of People**

* *Able to connect and build strong relationships with staff, students, and families in the Te Uho O Te Nikau community*
* *Is Inclusive, culturally responsive, and skilled at engaging, consulting and collaborating with our active and diverse community ensuring they flourish*
* *Is an effective listener and communicator with all stakeholders*
* *Understands the need to connect before making changes (whanaungatanga)*

**POU AKO – Leader of Learning**

* *Has proven successful primary school leadership experience.*
* *Displays in depth knowledge of current teaching and learning practices including assessment for and of learning.*
* *Is passionate about our students and their learning both in and out of the classroom*
* *Is visible and present around the school and in classrooms*
* *Sets and maintain high expectations and commits to improved academic progress and achievement, and equity of outcomes for all our ākonga*
* *Creates an inclusive environment for all learners and supports those with diverse needs*
* *Has an in-depth understanding of the New Zealand Curriculum – teaching and learning and assessment*

**POU TIKANGA MĀORI**

* *Values te Ao Māori and knows how to give meaningful effect to Te Tiriti O Waitangi in all aspects of the life of the school.*
* *Displays a commitment to integrating kaupapa Māori and tikanga Māori into the everyday life of our kura*

**POU MAHI – Leader of Operations**

* *Experienced in managing resources, budgets and property, Health and Safety requirements.*
* *Able to apply legislation, policies and procedures needed to run our kura.*
* *Is an experienced and capable strategic thinker who holds a clear vision for future focused learning and teaching and leads strategically and cohesively through to execution*

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

**Please return directly to:**

**Julie Schumacher**

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

**Subject line: Te Uho o te Nikau Primary School Principal position**

OR

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

**By: 1:00pm 3rd May 2024**

Many thanks for taking the time to complete this report.