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

**Principal: Upper Harbour Primary School**

**Confidential to the Board of Upper Harbour Primary School**

**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 Upper Harbour Primary School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Nicky Knight**

**The Education Group Ltd**

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

**OR**

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

Referee reports must be received by **1:00 pm, Thursday 20 February 2025**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Upper Harbour Primary School Appointments   
Committee and Nicky Knight of The Education Group)**

**For: (Candidate 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?**
2. **How long have you known them?**
3. **What opportunities have you had recently to see them at work?**
4. **Performance in relation to the appointment criteria**

**Please assess the applicant’s performance for each of the following selected performance indicators by placing a ✓ in the appropriate column.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Appointment Criteria** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| **POU TANGATA (LEADER OF PEOPLE)** | | | | | | | |
| Is able to develop strong relationships with staff, students and community and has a presence in the community |  |  |  |  |  |  |
| Is an experienced leader who is visible, empathetic and drives the school’s vision forward |  |  |  |  |  |  |
| Values and promotes professional learning and development for staff |  |  |  |  |  |  |
| Lives by our school values – Manaakitanga, Whai Whakāro, Hiranga. Whanaungatanga |  |  |  |  |  |  |
| Ensures a safe, supportive and inclusive environment where student and staff wellbeing are paramount |  |  |  |  |  |  |
| Works in a collaborative and collegial manner, and can make the hard decisions |  |  |  |  |  |  |
| **POU AKO – LEADER OF LEARNING** | | | | | | | |
| Strategically implements curriculum changes ensuring alignment with the school’s vision and values |  |  |  |  |  |  |
| Fosters a culture of personal excellence across academics, the arts, sports and cultural activities |  |  |  |  |  |  |
| Is inclusive and welcoming to learners of all abilities and backgrounds, particularly those with diverse needs |  |  |  |  |  |  |
| **POU TIKANGA MĀORI** | | | | | | | |
| Understands how to give effect to Te Tiriti o Waitangi and brings cultural capability to the bicultural nature of education |  |  |  |  |  |  |
| **POU MAHI – LEADER OF OPERATIONS** | | | | | | |
| Has proven experience in the management of a school in the areas of finance, personnel, property and health and safety |  |  |  |  |  |  |

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. **Any other comments that will help this Board consider this applicant?**
4. **Overall ranking:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUMMARY: | Outstanding  No reservations | Highly recommend | Recommend | Recommend some reservations | Do not recommend |
| How would you rank the applicant for the position**?** |  |  |  |  |  |

**Please return directly to:**

**Nicky Knight**

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

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**1:00 pm, Thursday 20 February 2025**

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