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

**Principal:**

**Westbridge Residential School**

**Confidential to the Board of Westbridge Residential 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 Westbridge Residential 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**

**Level 2, 24 Manukau Road, Auckland 1023**

**OR**

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

Referee reports must be received by 1:00 pm, Wednesday 26 February 2025.

Yours sincerely

Applicant

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**Referee’s Report**

**Confidential to the Westbridge Residential School Appointment’s Committee and Nicky Knight 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?**
2. **Please assess the applicant’s performance for each of the following selected criteria by placing a ✓ in the appropriate column.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | We are looking for a principal | tumuaki who… | Outstanding | Highly competent | | Competent | | Competent but with some reservations | Not Competent | Unknown | |
| **Pou Tikanga Māori** | * Strongly commits to upholding and giving effect to Te Tiriti o Waitangi and strengthening our inclusive school culture |  | |  |  |  | |  |  |
| * Values cultural diversity, is culturally responsive and will promote te reo and tikanga across the school |  | |  |  |  | |  |  |
| **Pou Tangata**  **Leader of People** | * Can initiate, develop and sustain strong relationships with mana whenua and external agencies, for example, ERO, Ministry of Education and the hostel Licensing Board |  | |  |  |  | |  |  |
| * Communicates with integrity, is honest, open and transparent |  | |  |  |  | |  |  |
| * Understands trauma informed, inclusive education and mana-enhancing leadership |  | |  |  |  | |  |  |
| * Willing to engage and work collaboratively with whānau, hapū and iwi in the best interests of the students |  | |  |  |  | |  |  |
| * Takes the safety and mana of our ākonga and kaiako very seriously by building and maintaining relationships and working collaboratively in the management of risk |  | |  |  |  | |  |  |
| * Is present and involved with kaiako and ākonga |  | |  |  |  | |  |  |
| * Can bring out the best in kaiako |  | |  |  |  | |  |  |
| **Pou Ako**  **Leader of Learning** | * Supports ākonga with diverse needs, and enables them to progress and achieve to their full potential |  | |  |  |  | |  |  |
| * Understands and enacts the current pedagogical and structural changes aligning to the New Zealand curriculum and will ensure these are a priority for 2025 |  | |  |  |  | |  |  |
| * Understands the need to support ākonga to ‘learn how to learn’ |  | |  |  |  | |  |  |
| * Supports the values of our school |  | |  |  |  | |  |  |
| **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 and front foots any issues that arise. |  | |  |  |  | |  |  |

1. **What are the main reasons this candidate will stand out as being an excellent candidate for this tumuaki position?**
2. **What are his/her weaknesses? Or areas needing development?**
3. **If you were in our position, would you appoint him/her as tumuaki without reservation? Please supply the reasons for your response.**
4. **Overall ranking**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUMMARY: | Outstanding No reservations | Highly recommended | Recommended | Recommended some reservations | Not recommended |
| **How would you rank the applicant for the position?** |  |  |  |  |  |

1. **Any other comments that will help the Board consider this applicant?**

**Please return directly to:**

**Nicky Knight**

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

The Education Group Ltd

PO Box 26480, Epsom Auckland 1023

**By: 1:00 pm Wednesday 26 February 2025**

Many thanks for taking the time to complete this report.