A logo of a school

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

**Principal**

**Wilson School**

**Confidential to the Board of Wilson 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 Wilson 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 16 July 2025.**

Yours sincerely

Applicant



**Referee’s Report**

**(Confidential to the Appointment’s Committee of Wilson School   
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?**
2. **How long have you known them?**
3. **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 X in the appropriate column.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Appointment Criteria** | Outstanding | Highly competent | Competent | Competent but with some concerns | Not Competent | Unknown |
| **Our ideal candidate will…** | | | | | | |
| Have leadership experience in the specialist education sector- specialist school leadership an advantage |  |  |  |  |  |  |
| Be a leader who can bring Te Tiriti o Waitangi to life |  |  |  |  |  |  |
| Demonstrate ‘out of the box’ thinking in decision making and high-level problem-solving skills |  |  |  |  |  |  |
| Maintain and build upon high standards of care and professionalism |  |  |  |  |  |  |
| Maintain the school’s values that support a diverse, inclusive and positive culture |  |  |  |  |  |  |
| Maintain and continue clear communication to our staff and community |  |  |  |  |  |  |
| Be skilled in establishing and maintaining community partnerships, for example, Host Schools and Outreach Service |  |  |  |  |  |  |
| Be passionate about adult learning and committed to growing leadership within the team. Be experienced in coaching and mentoring staff - walking alongside staff |  |  |  |  |  |  | |
| Value staff wellbeing and support professional autonomy |  |  |  |  |  |  | |
| Foster warm and caring relationships with the school’s community |  |  |  |  |  |  | |
| Be experienced in developing a specialist school curriculum |  |  |  |  |  |  | |
| Grow a positive school culture that supports student learning and wellbeing e.g. Team Teach or Safety Intervention |  |  |  |  |  |  | |
| Be highly visible and known in their community |  |  |  |  |  |  | |
| Be a strong and strategic advocate for the rights and needs of students and their whānau |  |  |  |  |  |  | |

1. **What are the main reasons they will stand out as being an excellent candidate for this Principal position?**
2. **What are their areas for further development?**
3. **If you were in our position, would you appoint them as Principal without reservation? Please supply the reasons for your response.**
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? |  |  |  |  |  |

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 16 July 2025**

Many thanks for taking the time to complete this report.