



**Referee Information:**

We invite you to complete this form and assure you that your report will be kept confidential to this Board of Trustees and those directly involved in the appointment process. This report asks you to rank the applicant on a scale of 5 to 1. In the interests of fairness to this applicant and others applying, please rank the applicant using the following scale as an indication of their level of performance.

5 = exceptional, 4 = high quality, 3 = very satisfactory/competent, 2 =borderline and 1= needs development.

If you feel unable to comment on an aspect, please indicate “u” (unknown)

**Personal Qualities**

Please rate the applicant's	← High					Low →	Unknown
	5	4	3	2	1	U	
Conduct and professional appearance							
Warmth							
Sense of integrity							
Is inclusive and values cultural diversity							
Approachability							
Flexibility							
Sense of humour							
Has high expectations for achievement							
Personal motivation							
Enthusiasm/energy							
Confidence							
Innovative thinker							
Comments:							

**Professional Qualities**

Capacity to	← High					Low →	Unknown
	5	4	3	2	1	U	
Identify new opportunities and action where appropriate							
Grasp knowledge and put ideas into action							
Undertake delegated responsibilities with a minimum of supervision							
Show vitality, initiative, and diligence							
Adopt an analytical approach to problem solving							
Initiate and manage change							
Provide a professional perspective on educational issues							
Strengthen/enhance personal professional development							
Consult with others and reach a decision collaboratively							
Be an effective speaker and communicator							

Listen and seek advice when appropriate						
Comments:						

### Professional Knowledge

Please rate the applicant's knowledge of	← High					Low	Unknown
	5	4	3	2	1	U	
The New Zealand Curriculum							
Assessment and reporting requirements for primary schools							
Interpreting and using data to improve performance							
Effective self-review processes							
General trends and developments in education							
Comments:							

### Relationships with Students

Capacity to:	← High					Low →	Unknown
	5	4	3	2	1	U	
Establish warm and friendly relations with students regardless of age, ethnic background and individual abilities							
Earn respect							
Encourage and support students to take increasing and appropriate responsibility for their own learning							
Address the learning needs of, and provide opportunities for, all students							
Comments:							

### Relationships with Colleagues

Capacity to:	← High					Low →	Unknown
	5	4	3	2	1	U	
Lead a successful and effective team							
Lead by example							
Establish excellent working relationships							
Acknowledge the skill and knowledge of others							
Treat all staff fairly without favouritism							
Gain acceptance and recognition for professional skills							
Comments:							

## Information and Communication Technology

	← High					Low →	Unknown
	5	4	3	2	1	U	
Personal ability and skills							
Vision for its development in schools							
Attitude to its use as a learning tool for students, staff and community							
Ability to harness support and resources for implementation							
Comments:							

**SUMMARY**

Finally, the Board asks that you assess the *applicant's potential* to fulfil the responsibilities of this very important role, taking into account both strengths and weaknesses.

Overall recommendation (*please tick box*)

Outstanding, without reservation	Highly Recommended	Recommended, a few reservations	Possible future potential, but not at this time	Other (specify)

In your opinion, how might Students rank the applicant?

Outstanding, without reservation	Highly Recommended	Recommended, a few reservations	Possible future potential, but not at this time	Other (specify)

In your opinion, how might Staff rank the applicant?

Outstanding, without reservation	Highly Recommended	Recommended, a few reservations	Possible future potential, but not at this time	Other (specify)
	✓			

**SUMMARY INDICATOR**

If you were in our Board's situation would you appoint the applicant to this position?  
Please circle the appropriate response.

No	Probably Not	Possibly	Yes - with some reservations	Yes – without reservation
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Signed:

Dated:

Thank you for taking the time to help us make a sound, careful and informed decision about this appointment.

**PRIVATE AND CONFIDENTIAL**