

SUTTON PARK SCHOOL 89 Vine Street, Mangere East, Auckland 2024 Telephone (09) 276 4560 Facsimile: (09) 276 4529 E-Mail: office@suttonpark.school.nz

Principal: Mr Iosua Esera

REFEREE'S REPORT FOR DEPUTY PRINCIPAL

As a nominated referee you are invited to complete the report on the applicant named below. Be assured that your report as a referee is confidential to the Principal. You will appreciate that as full a report as possible will be of most use to the appointments panel.

SIGNED REFEREE'S REPORTS ARE DUE **BY** Friday 8 April by 12pm to: Principal, Sutton Park School, 89 Vine Street Mangere, Auckland 2024 **OR** principal@suttonpark.school.nz

TO BE COMPLETED BY THE APPLICANT:

Applicant's Name:				
Present Position:				
Employer:				
Referee's Name:				
Address:				
Telephone No(s)	Pte:	Work:	Mobile:	
Occupation of position held:	Referee and	d		

The following questions are to be completed by the Referee:

1. Please give a brief outline of the working relationship you have, or have had with the applicant.
2. Are you willing to be contacted by telephone to follow up on information contained in this report? Yes \ No

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

	🗲 High				ow 🗲	Unknown	
Please rate the applicant's	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

	← High			Lov	~ →	Unknown	
Capacity to	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

	_	ligh			Low	Unknown
	→					
Please rate the applicant's knowledge of	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

	🗲 High			Lo	w 🗲 w	Unknown
Capacity to:	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

	🗲 Hi	gh		Lov	∕ →	Unknown	
Capacity to:	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

Information and Communication Technology						
	🗲 Hi		Lo۱	∧ →	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 <u>Students</u> 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 <u>Staff</u> rank the applicant?

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

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