



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 Wednesday 21 September 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 Referee and position held:			

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

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