

# KingsWay School

## REQUEST FOR REFEREE'S REPORT

Appointment of  
**ASSISTANT HEAD OF PRIMARY SCHOOL**  
Junior Campus

*(Date)*

Dear

I am applying for the position of **Assistant Head of Primary School** at KingsWay School and I have named you as a confidential referee.

Would you please complete and **address the Referee Report to, Graeme Budler, Executive Principal.**

**Please email the Referee Report to:**

**Julia Kinzett, HR Manager**  
[julia.kinzett@kingsway.school.nz](mailto:julia.kinzett@kingsway.school.nz)

Please label the email, **CONFIDENTIAL**.

Please ensure that the report is received at the above address by **4pm, 1 July 2021.**

Yours sincerely

*(Applicant)*



# KINGSWAY SCHOOL

## Appointment of Assistant Head of Primary School Junior Campus

### **CONFIDENTIAL** **REFEREE'S REPORT**

**Referee Information:**

We invite you to complete the following form and assure you that your report will be kept **confidential** to the Principal and those directly involved in the selection process.

**Name of Applicant** \_\_\_\_\_

**Name of Referee** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

\_\_\_\_\_

Relationship to Applicant (Please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you known the applicant?

Years	Months
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Are you prepared to be contacted by telephone to follow up on the information contained in this report if necessary?

YES	NO
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Please assess the applicant's performance for each of the following appointment criteria by placing a ✓ in the appropriate boxes. Any additional comments you have would be appreciated.

Demonstrates	Outstanding	Highly competent	Competent	Competent but with some concerns	Not Competent	Reason for rating
Visionary, strategic and innovative leader who can engage all stakeholders and deliver on desired strategic outcomes						
Reflective and proactive in terms of strategic thinking. Bases decisions on evidence and research						
Commitment to innovative thinking and the needs of a 21 <sup>st</sup> century school community through the use of modern technology						
Personable and approachable to staff, students and parents						
Passionate about improving student achievement for all students						
Excellent communicator with strong interpersonal skills, good organisational, decision making and time management skills						
Ability to build relationships with staff, students, families of students and the wider community						

Demonstrates	Outstanding	Highly competent	Competent	Competent but with some concerns	Not Competent	Reason for rating
Strong leadership skills						
High expectations for both staff and students						
Culturally aware and responsive						
Knows that their staff is their greatest resource and committed to providing quality professional development, learning and opportunities for staff						
Emphasis on creating a positive, professional staff culture that promotes an enjoyable place of work						
Promotes a safe environment to maximise opportunities for learning including a strong emphasis on positive behaviour management						
Community minded, participating in and supporting extra-curricular and school events and activities						
Proven skills in effective administration and good use of systems						

**What are the main reasons he/she will stand out as being an excellent candidate for this Assistant Head of Primary School position?**

**What are his/her weaknesses or areas needing improvement?**

**Are there any other comments that will assist the selection panel in considering this applicant?**

**Thank you for taking the time to complete this report. Your contribution to the appointment process is greatly appreciated.**

Signed : \_\_\_\_\_

Name and position: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Julia Kinzett, HR Manager, on 09 427 0907, should you require any further information. **Please return the Confidential Referee's form to:**

**Mr Graeme Budler, Executive Principal  
KingsWay School  
Email: [julia.kinzett@kingsway.school.nz](mailto:julia.kinzett@kingsway.school.nz)**