

## Request for a Referee's Report

Date: click here to enter text

Dear click here to enter text

click here to enter text has applied for the position of Principal at Putaruru College and has named you as a confidential referee.

Would you please complete and e-mail the referee's report to:  
[office@putarurucollege.school.nz](mailto:office@putarurucollege.school.nz)

Referee reports must be received by: 1.00pm Friday 26 March, 2021

Yours sincerely

Murray Hamilton,  
Chairperson, Board of Trustees

To be completed by the **Referee**:

**Name:**

**Current Position:** [click here to enter text](#)

**Business Address:** [click here to enter text](#)  
[click here to enter text](#)  
[click here to enter text](#)

**Telephone:** *Business* [click here to enter text](#)

*Mobile* [click here to enter text](#)

Please give a brief outline of the working relationship you have, or have had with the applicant and upon which you have based this report:

[click here to enter text](#)

Are you prepared 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 the Board of Trustees and those directly involved in the selection process. **This report asks you to rank the applicant on a scale of 1 to 5. In the interests of fairness to this applicant and others applying please regard a ranking of 3 as indicating “a very satisfactory/competent” standard. 1 indicates an area of weakness, 5 an area of excellence.**

If you do not feel able to comment on an aspect please indicate in the space provided.

## 1. PERSONAL QUALITIES

		Please tick one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1	2	3	4	5
		Limited			Excellent	5
◆	Effective personal presence and professional appearance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Empathy and personal warmth combined with sincere approachability	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Integrity	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	High degree of visibility both within the school and the community	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Flexibility and able to consider a range of views	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Sense of humour	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Ability to be calm under pressure	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Personal motivation as an Educational Leader	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Enthusiasm and an ability to inspire both students and staff	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Self-Confidence and able to be decisive when required	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Strong Work ethic and high level of commitment to the school	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b> click here to enter text						

## 2. LEADERSHIP QUALITIES

		Please tick one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1	2	3	4	5
		Limited			Excellent	5
◆	<b>Capacity to:</b> Develop through collaboration a modern 'vision' and sense of direction for the school	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Actively helps to establish, communicate and implement Strategic goals of the school	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Is able to distinguish between the symptoms and cause of a problem	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Provide decisive Leadership with appropriate flexibility when required.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Is able to successfully delegate responsibilities to the SLT members	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

◆	Develop and enhance a climate of trust and high quality leadership within the SLT	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Is able to hold Staff accountable in a professional sense	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Works hard in the interests of the school	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b>						

### 3. PROFESSIONAL QUALITIES

		Please tick one				
Capacity to:		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1	Limited	-	Excellent	5
◆	Develop and lead a learner centered curriculum that excites and engages learners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Demonstrate a commitment to te ao Maori	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Show sound judgement in the decisions they are responsible for	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Communicate effectively both verbally and in writing	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Adopt an analytical approach to problem solving	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Understand and be aware of National and International trends affecting education	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Initiate and manage School wide innovative educational and curriculum change	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Provide and lead genuinely student centered culturally responsive practices	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Strengthen and enhance their own and the staff's professional development	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Consider a range of strategies to raise student achievement especially Maori learners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b>						
click here to enter text						

#### 4. RELATIONSHIPS WITH STUDENTS

		Please tick one				
Capacity to:		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1	Limited	-	Excellent	5
◆	Establish warm and fair relations with all students and possesses a sense of humor	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Earn respect	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Encourage and support students to take increasing and appropriate responsibility for own learning	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Deal fairly with student discipline issues	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b> click here to enter text						

#### 5. RELATIONSHIPS WITH PARENTS

		Please tick one				
Capacity to:		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1	Limited	-	Excellent	5
◆	Communicate effectively with parents both individually and as a group	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Listens carefully to parental issues or concerns	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Ability to communicate the school's position/perspective	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Stimulate broader parent and whanau engagement	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Relate to parents in a range of settings	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b> click here to enter text						

## 6. RELATIONSHIPS WITH COLLEAGUES

Capacity to:		Please tick one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1 Limited	-	Excellent	5	
◆	Lead a successful team	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Establish excellent working relationships	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Acknowledge the skill and knowledge of others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Gain acceptance and recognition for professional skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Encourage others' views and ideas and listen actively	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Ability to get alongside and support staff in their challenges	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Is able to have challenging conversations	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Recognise and encourage outstanding student and staff performance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b> click here to enter text						

## 7. INFORMATION AND COMMUNICATION TECHNOLOGY

		Please tick one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		1 Limited	-	Excellent	5	
◆	Personal ability and Technological implementation skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Positive Attitude to the use of Digital Technology as a learning tool for students	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Knowledge of Digital Technology as an administrative tool	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
◆	Vision for using Digital Technology to communicate effectively with stakeholders	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Comments:</b> click here to enter text						

## 8. SUMMARY

		Outstanding No Reservations	Highly Recommended	Recommended Some Reservations	Not Recommended
◆	How would you rank the applicant for the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments (optional):</b> click here to enter text					

## 9. APPLICANT'S POTENTIAL

Please comment on what you believe to be the applicant's potential to take on this and further major leadership roles in education. Please emphasize both strengths and areas for development.

click here to enter text

Signed:

Date: click here to enter text

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