



**Botany Downs School**

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**Request for Referee's Report for the position of:**

**Deputy Principal: Botany Downs School**

**Confidential to the Principal, The Appointment Committee.**

**This page is to be completed by the applicant**

Dear

I am an applicant for the position of Deputy Principal at Botany Downs School, and I have named you as a confidential referee. Please forward the completed referee's report to:

**Vicki Parkins**  
**Principal**  
vickip@botanydowns.school.nz

Referee reports must be received by **Friday 10 December 1:00 pm.**

Yours sincerely

Applicant

# REFEREES REPORT

**Confidential to the Botany Downs School Principal, the Appointments Committee and Roween Higgin of The Education Group.**

**For: (Candidate to complete)**

|   |  |
|---|--|
| Name of Applicant:  |  |
| Name of Referee:  |  |
| Place of Work of Referee:   |  |
| Phone (Home)  |  |
| Phone (work):   |  |
| Phone (Mobile):   |  |
| Email:  |  |
| Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**1) What is your relationship to the applicant? How long have you known them? What opportunities have you had recently to see them at work?**

Please assess the applicant's performance for each of the following selected performance indicators by placing a ✓ in the appropriate column. Any additional comments you have would be appreciated.

| Professional Skills and Attributes  | Out standing | Highly competent | Competent | Competent but with some concerns | Not Competent |
|---|--------------|------------------|-----------|----------------------------------|---------------|
| Is an <b>experienced and capable strategic leader</b> – can lead in a strategic way   |              |                  |           |                                  |               |
| Is a leader who <b>inspires and motivates</b> others  |              |                  |           |                                  |               |
| Works <b>collaboratively</b> with others  |              |                  |           |                                  |               |
| Would be able to lead the development and implementation of our <b>Local Curriculum, Curriculum Refresh and other initiatives</b> |              |                  |           |                                  |               |
| Has strong <b>pedagogical and current curriculum knowledge</b> .  |              |                  |           |                                  |               |
| Brings experience that will strengthen <b>Year 0 -3 teaching and learning</b>   |              |                  |           |                                  |               |
| Can lead <b>change, be agile</b> and support our forward focused vision   |              |                  |           |                                  |               |
| Has strong <b>assessment for learning</b> understanding and practice  |              |                  |           |                                  |               |
| Is able to set and maintain <b>high standards of learning and support</b> for self, teachers and our students                     |              |                  |           |                                  |               |
| Has in-depth knowledge and application of effective <b>behaviour management</b> approaches.                                       |              |                  |           |                                  |               |
| Can <b>review and report</b> effectively  |              |                  |           |                                  |               |
| Is committed to valuing our <b>inclusive and diverse approach</b>   |              |                  |           |                                  |               |
| Brings an understanding of <b>cultural capabilities and culturally responsive practice</b>  |              |                  |           |                                  |               |
| Demonstrates a commitment to <b>Te Tiriti o Waitangi</b>  |              |                  |           |                                  |               |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Has a belief and some knowledge of using a <b>coaching approach</b>   |  |  |  |  |  |
| Has experience in working to <b>transition</b> new students into the school                                       |  |  |  |  |  |
| Demonstrates strong <b>relational skills</b> . Is friendly, approachable, positive and has a good sense of humour |  |  |  |  |  |
| Is a highly <b>effective communicator</b> with all stakeholders   |  |  |  |  |  |
| Is proactive in initiating conversations and can have 'hard conversations'  |  |  |  |  |  |
| Demonstrates the capacity to create an enjoyable, friendly and welcoming school environment                       |  |  |  |  |  |

- 2) **What are the main reasons that they will stand out as being an excellent candidate for this Deputy Principal position?**
  
- 3) **What are his/her weaknesses? Or areas needing development?**
  
- 4) **If you were in our position, would you appoint him/her as Deputy Principal without reservation? Please supply the reasons for your response.**
  
- 5) **Any other comments that will help this appointment committee consider this applicant?**

**Thank you for taking the time to complete this report by Friday 10 December 1 pm.**

**Please return directly to:**

**Vicki Parkins  
Principal Botany Downs School  
vickip@botanydowns.school.nz**