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**Request for Referee’s Report for the position of**

**Deputy Principal/SENCo Years 0-3 at Botany Downs School**

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

**Kia ora,**

I am applying for the position of Deputy Principal/SENCo Years 0-3 at Botany Downs School and have listed you as a confidential referee. I would appreciate it if you could complete the referee’s report and forward it to:

**Vicki Parkins**

**Principal/Tumuaki**

**vickip@botanydowns.school.nz**

Referee reports must be received by **Saturday 24, May 3 pm**

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| **Referees Report** |

**Confidential to the Botany Downs School Principal, the Appointments Committee**

**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 No x |

**Please assess the applicant’s performance against each of the following criteria by placing an ‘X’ in the appropriate box. *Thank you.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Skills and Attributes for Years 0-3** | Strongly Agree | Agree | Disagree | Strongly Disagree |
| Is an **experienced and capable strategic leader** |  |  |  |  |
| Is a leader who **inspires and motivates** others |  |  |  |  |
| Works **collaboratively** with others |  |  |  |  |
| Would be able to lead the development and implementation of the **Curriculum in English** |  |  |  |  |
| Would be able to lead the development and implementation of the **Curriculum in Mathematics** |  |  |  |  |
| Has strong **pedagogical practice** |  |  |  |  |
| Brings experience that will strengthen **Year 0 -3 teaching and learning** |  |  |  |  |
| Has strong **assessment for learning** understanding and practice |  |  |  |  |
| Is able to set and maintain **high standards of learning and support** for teachers |  |  |  |  |
| Is able to set and maintain **high standards of learning and support** for our students |  |  |  |  |
| Has in-depth knowledge and application of effective **behaviour management** approaches. |  |  |  |  |
| Shows an **inclusive approach** to learning |  |  |  |  |
| Brings an understanding of **culturally responsive practice** |  |  |  |  |
| Demonstrates a commitment to **Te Tiriti o Waitangi** |  |  |  |  |
| Has demonstrated a **coaching approach** to professional growth for staff |  |  |  |  |
| Has experience in working with **transition** new students into the school |  |  |  |  |
| Demonstrates strong **relational skills**. Is friendly, approachable, and positive |  |  |  |  |
| Is a highly **effective communicator** 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 |  |  |  |  |

1. What is your relationship to the applicant?
2. How long have you known them?
3. What opportunities have you had recently to see them at work?
4. What qualities and skills will this person bring to the role that will make them an outstanding Deputy Principal?
5. What are his/her areas needing development?
6. Would you appoint him/her as Deputy Principal? Please give the reasons for your response.
7. Any other comments that will help this appointment committee consider this applicant?

**Thank you for taking the time to complete this report by Saturday, 24 May 3 pm**

**Please return directly to:**

**Vicki Parkins**

**Principal Botany Downs School**

**vickip@botanydowns.school.nz**