



"Lighting Up Learning"

Confidential Referee's Report- Deputy Principal Teaching Position

Instructions to the applicant:

Please give a copy to your two referees. They should be people who you are currently working with or who you have recently worked with. Remember to complete the section on the Application form marked "Referees"

Note to Referee

Should the applicant be considered for short listing, we shall contact you to arrange a time to discuss the applicant. It would be helpful if you were able to comment using the headings on this form.

Referee's Report for: _____

Name of Referee: _____

Occupation: _____ Telephone (Home) _____

(Work) _____

Length of time you have known applicant: _____

We will phone you to obtain further information if applicant is shortlisted

Please use the following abbreviations to rate the applicant's suitability for the position above. A supporting comment would greatly assist.

NA *Not applicable, not observed or no comment*

S *Superior. Consistently exceeds the normal expectation of his/her position.*

VA *Very acceptable. Fully meets the required standard and occasionally exceeds the expected level of proficiency.*

A *Acceptable. Meets the expected standard.*

BA *Barely acceptable. Just meets the minimum expectations and shows occasionally a minor deficiency or lack of experience which can be corrected.*

U *Unacceptable. Not up to the standard expected.*



Referee's Report cont'd- Deputy Principal Teaching Position

- Personal professional qualities _____
- Ability to maintain personal standards of professional conduct _____
- Willingness and ability to lead professional development _____
- Ability to earn and retain respect of colleagues _____
- Ability to work as a team leader _____
- Planning, preparation, record keeping, formative assessment and evaluation _____
- Teacher ability _____
- Class atmosphere and management _____
- Ability to earn and retain the respect of students _____
- Ability to meet individual needs of students _____
- Ability to develop areas of responsibility _____
- Proven leadership and management skills _____
- Ability to see 'big picture' and work for the best of whole school _____
- Ability to act as Principal in absence of Principal _____
- Ability to give professional support and guidance to other teachers _____
- Ability to contribute to the corporate life of the school _____
- Relationships with parents and the community _____

I would have no hesitation in recommending _____ be appointed to a Deputy Principal's position. Yes / No

General Comments *Please comment on the personal attributes of the applicant and provide any other information about the applicant you may consider relevant. (PTO if needed)*

Signed: _____ Date: _____

Please return this confidential report to the Appointments Committee, Wainui Beach School, 56 Wairere Road, Wainui Beach, Gisborne by 4pm 29th February 2012.