



Growing Together For Success

ASHGROVE SCHOOL

48 Seddon Street
Rangiora 7400
Phone: 03 313 8552

Email: admin@ashgrove.school.nz
Website: www.ashgrove.school.nz

Dear Referee

REFEREES REPORT ON: _____

As a nominated referee you are invited to complete the Referees report on the candidate.

Your report is confidential to the Board and to its Appointment Committee.

While it is not necessary to complete every item, you will appreciate that as full a report as possible is likely to be of most use to an employing authority. Notes for your guidance are to be found overleaf.

The Board has an obligation to secure a response from all nominated referees.

All details on this page should be completed by the applicant.

Please return this form in the stamped envelope provided by the applicant to:

**The Principal
Ashgrove School
48 Seddon Street
RANGIORA 7400**

by: 4pm 8th December 2017

GUIDELINES

There are two parts to the report:

- A. Short answers to fill in
- B. A written comment page

Please use the following categories, as you feel competent to comment.

1. Personal Qualities

The applicant's attitude to the role of teacher or Senior Leader; ability to understand and utilise new knowledge; vitality and initiative; bearing and manner inside and outside the classroom/school; understanding of the aims of education.

2. Relationship with Children

The applicant's classroom relationships and management; participation in wider activities of students.

3. Relationships with Colleagues

Ability to establish collaborative working relationships at a high level. Comment on the acceptance and recognition by professional colleagues of the applicant's leadership qualities and/or participation in the school's programme.

4. Professional Competence

Quality of planning, implementation and evaluation of appropriate learning programmes; awareness of students needs and problems of student development; selection and use of appropriate teaching methods, resources and classroom management.

5. Leadership Capabilities

Ability to lead teachers, students with confidence. Comment on their organisation and managerial skills. Ability to communicate effectively and engage in professional learning.

6. Pastoral Care

Ability to support student and families, staff through fair process.

7. Relationships with the Community

Communication skills; effectiveness in earning parent support; participation in community life.

8. General

Anything else you feel may assist the Board in filling the position as advertised - qualifications, competency, relevant experiences.

While it is not necessary to complete every item, you will realise that as full a report as possible is likely to be of most use.

All information sent will be kept strictly confidential and later destroyed.

REFEREES NAME: _____ Phone: _____

REFEREE'S REPORT ON: _____

State your relationship with the candidate e.g. work colleague / friend / employer:

Part A: Applicants Rating Performance

Please assess the applicant's overall performance in his/her present position or the position in which you most recently worked with the applicant.

- Rating Scale:
- N/A = Not applicable or not observed
 - 5 = Unacceptable - not up to expected standard
 - 4 = Barely acceptable - acceptable but minimal and showing occasional deficiencies
 - 3 = Acceptable - the standard expected
 - 2 = Very acceptable - occasionally exceeds expected level
 - 1 = Superior (rare) - consistently exceeds normal

RATING DATA PROFILE	RATING
Ability to maintain personal standards of professional conduct	
Ability to manage a classroom effectively	
Ability to work collaboratively with staff, syndicate and parents	
Willingness to undertake / lead staff development programmes and keep up to date professionally	
Ability to establish positive relationships with children	
Teaching ability and methods of teaching	
Ability to plan, organise and evaluate classroom programmes of work, geared to the individual needs of pupils	
Ability in evaluation procedures and follow-up strategies	
Knowledge of curriculum areas and current teaching practice	
Physical and emotional fitness for the position	

Part B:

To be completed by the referee. Please comment on the following as they relate to the applicant's suitability for the position indicated on the first page.

Personal Qualities:

Relationships with Children:

Relationships with Colleagues:

Professional Competence:

Leadership Capabilities:

Pastoral Care:

Relationship with the Community:

General Comments Related to the Position Advertised:

Signature of Referee: _____ Date: _____

PLEASE POST TO ARRIVE NO LATER THAN 4pm 8th December 2017