



Ngata Memorial College

P O Box 10
Ruatoria
1 College Road North
Ruatoria

Telephone (06)8648164
Fax (06)8648144

Mr Peter Heron
Acting Principal

email: ngata@ngatacollege.school.nz

PRIVATE AND CONFIDENTIAL

The candidate below has applied for a position at Ngata Memorial College, Ruatoria. They have named you as a referee and we would be grateful if you could complete this reference in support of their application.

Yours sincerely,

Peter Heron
Acting Principal

Please complete this form and return it by email to : principal@ngatacollege.school.nz

Name of Applicant :

Appointment to the post of :

Dates of employment	From:	To:
What position was held?		
How long have you known and worked with the applicant?		

Would you re-employ this person in the same or similar capacity in the future?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If No, please state why:

Please give details, including dates, of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current. This should include issues related to the safety and welfare of children/young people, including any in which the disciplinary sanction has expired, and the outcome.

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Please give details, including dates, of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

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How would you rate this person for the following?	Excellent	Very Good	Good	Fair	Poor
Attendance					
Punctuality					
Motivation and enthusiasm					
Ability to lead and inspire pupils					
Communication and relationships with:					
• Pupils					
• Staff					
• Leadership					
• Parents					
Lesson preparation and presentation					
Ability to keep pupils engaged; knows how pupils learn					
General discipline and classroom management					
Ability to create and sustain a positive climate for learning					
Ability to use digital technology ie Smart Boards and laptops					
Knowledge of the New Zealand Curriculum					
Involvement with extra-curricular activities					
Participation with learners and communities in robust dialogue for the benefit of Maori learners' achievement					
Shows integrity, sincerity and respect towards Maori beliefs, language and culture					
Provides contexts for learning where the language, identity and culture of Maori learners and their whanau is affirmed					
Takes responsibility for their own learning and that of Maori learners					
Demonstrates consistently high standards of personal and professional conduct					
Willing to extend knowledge and understanding through training and Personal Development					
Overall rating of the candidate					

Did the applicant demonstrate a commitment to personal and professional development during their time in your employ?

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What curriculum areas and student ages is the teacher competent in?

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Are there any further comments you would wish to make? e.g. strengths; relevance of experience to application made; educational thinking.

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In signing this document you agree that the information provided is accurate and, unless you indicate to the contrary, consent under data protection legislation to this information being disclosed to a third party, such as the employee to whom this reference applies.

Reference completed by:

Name		Signature	
Designation		Date	
Address			
Telephone number			
Email			