CONFIDENTIAL REFEREE'S REPORT
Learning Leader Position

To: The Principal
Murrays Bay Primary School
PO Box 65502
Mairangi Bay
0754
Email: principal@murraysbay.school.nz

This is a Referee's Report on ……

Applicant for the position of ……Learning Leader

at Murrays Bay Primary School.

Present position of the applicant: ……..

at…….

Closing date for application: **Monday, 2nd November 2026 at 3pm**

Date this Referee's Report must be returned to the Principal above by:

Monday, 2nd November 2026 at 3pm

Note to Applicants:

- Please give a copy of this form to each of your nominated referees before sending your application to the school.
- Ask your referee to email it to the principal on principal@murraysbay.school.nz.

To the Referee:

Please complete Section A. If you are able to comment in a professional capacity on the applicant's competence and potential.
Please also complete Section B.
All referees' reports are destroyed as soon as the appointment has been made.

Name of Referee: …….

Postal Address: ……

Daytime Phone:……. A/Hours Phone:…….

Occupation: …….

If for some reason you do not find it possible to act as a referee, please complete only the statement below:-

I am unable to submit a referee's report on behalf of: ……..

Signature:……. Date:…….

SECTION A: General Suitability

1. How long have you known the applicant, how well, and under what circumstances?

   ……

   ……

   ……

2. What is your present, or past, official relationship with the applicant?

   ……

   ……

   ……

3. What opportunities have you had to observe the applicant's professional work?

   ……

   ……

   ……

4. Please use a **separate sheet** to comment on the applicant's **general suitability** for this appointment.

   Obviously selection will be made on criteria wider than classroom experience. Please make a frank assessment of the applicant's all-round suitability, and highlight both strengths and weaknesses.

   In your comments you may find the following headings helpful:

   - **Personal Qualities** – these may include bearing, appearance and social conduct – such factors as reliability, determination, industry, sense of duty; sensitivity, co-operation, and relationships with others – young people and adults; fairness and sense of humour
   - **Administrative Experience or Organisational Ability**
   - **Relationships with the Community** – this may include the applicant standing in the community, outside interests, and involvement in the local community
   - **The Applicant's Potential** – please state your judgement of the applicant's potential in education, education-related strengths and weaknesses, and assess his or her ability to cope with the professional responsibilities of the position applied for.
   - **General Comments** – this should include any further comment you feel may assist the Board to reach its best decision. If you should have any reservations about the applicant's ability to fill the position as advertised, please state these clearly.

SECTION B: Professional Qualities (to be completed only by a referee who is able to comment in a professional capacity on the applicant's competence and potential)

You are requested to assess the applicant's performance in his or her present position, or his or her performance in the position in which you most recently worked with the applicant.

How would you rate this candidate in relation to all other candidates you know or you have had experience with? Please use the following indicators:-

S indicates that the applicant's performance in this area is SUPERIOR – his or her performance consistently exceeds the normal expectations for his or her position.

VA indicates that the applicant's performance in this area is VERY ACCEPTABLE – performance fully meets the required standard and occasionally exceeds the expected level of proficiency

A indicates that the applicant's performance in this area is ACCEPTABLE – the applicant's performance meets the required standard. This is the standard for acceptable performance.

BA indicates that the applicant's performance in this area is BARELY ACCEPTABLE. This rating should be used when the applicant's performance is acceptable, but just meets the minimum expectations and shows occasional minor deficiencies or lack of experience that you believe can be improved.

U indicates that the applicant's performance in this area is UNACCEPTABLE – the applicant's performance in this area is not up to the standard the profession expects

NA indicates NOT APPLICABLE OR NOT OBSERVED

	S	VA	A	BA	U	NA
Energy levels, and evidence of enthusiasm in the classroom						
Teaching ability						
Ability to earn and retain the respect of pupils						
Ability to deal with students: www.childrensactionplan.govt.nz/childrens-workforce/safety-checking-and-the-workforce-restriction/						
Ability to accept delegation and direction						
Ability to work with other staff to achieve a goal						
Ability in the planning, preparation and management of resources						
Ability to have fun and enjoy teaching and the company of staff and students						
Potential for leadership/promotion in schools in the future						
Professional standards for dress, speech and relationships with peers and students						
Willingness and ability to keep up-to-date with professional developments						
Ability to earn and retain the respect of colleagues						
Ability to successfully manage work place conflict						
Knowledge and understanding special needs including inclusive practice.						
Physical and emotional fitness for the position						

REFEREE'S DECLARATION
To the best of my knowledge and belief the information given about this applicant and accompanying documentation is true and correct.

Signed: …… Date:……..