

Request for Referee's Report
for the position of
Head of Learning Area

Date:

Dear _____

I am an applicant for the position of Head of Languages Learning Area at Botany Downs Secondary College and have named you as a confidential referee.

Would you please forward the completed referee's report in the stamped addressed envelope provided to:

The Principal
Botany Downs Secondary College
575 Chapel Road
Botany, Manukau City
AUCKLAND

Your referee report must be received at the above address by Friday2010

Yours sincerely

Referee's Report for the Position of HEAD OF LEARNING AREA

To be completed by the Applicant:

Name: _____
Present Position: _____
Employer: _____

To be completed by the Referee:

Name: _____
Position: _____
Address: _____

Telephone: Business () _____ Private () _____

Please give a brief outline of the working relationship you have, or have had with the applicant and upon which you have based this report:

Are you prepared to be contacted by telephone to follow up on information contained in this report?

Yes

No

Referee Information:

We invite you to complete this form and assure you that your report will be kept confidential to this Board of Trustees and those directly involved in the selection process.

This report asks you to rank the applicant on a scale of 1 to 5. In the interest of fairness to this applicant and others applying, please regard a ranking of 3 as indicating "a very satisfactory/competent" standard.

]If you do not feel able to comment on an aspect please indicate in the space provided.

1. PERSONAL QUALITIES

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High	→	Low	→
•	Bearing and professional appearance	1	2	3	4	5
•	Sensitivity	1	2	3	4	5
•	Sense of integrity	1	2	3	4	5
•	Relationship with other staff	1	2	3	4	5
•	Approachability	1	2	3	4	5
•	Flexibility	1	2	3	4	5
•	Sense of humour	1	2	3	4	5
•	Resilience	1	2	3	4	5
•	Social conduct	1	2	3	4	5
•	Personal motivation	1	2	3	4	5
•	Enthusiasm	1	2	3	4	5
•	Confidence	1	2	3	4	5
•	Innovative thinker	1	2	3	4	5
Comments:						

2. PERSONAL PROFESSIONAL QUALITIES

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High	→	Low	→
	Capacity to:					
•	Identify new opportunities and action where appropriate	1	2	3	4	5
•	Grasp knowledge and put ideas into action	1	2	3	4	5
•	Undertake delegated responsibilities with a minimum of supervision	1	2	3	4	5
•	Show vitality, initiative, diligence and warmth	1	2	3	4	5
•	Adopt an analytical approach to problem solving	1	2	3	4	5
•	Understand and be aware of wider issues, eg. Treaty of Waitangi	1	2	3	4	5
•	Initiate and manage change	1	2	3	4	5
•	Provide a professional perspective on educational issues	1	2	3	4	5
•	Strengthen/enhance personal professional development	1	2	3	4	5
•	Collaboratively reach a decision	1	2	3	4	5
Comments:						

3. RELATIONSHIP WITH STUDENTS

Capacity to:		Please circle one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		← High				Low →
	1	2	3	4	5	
<ul style="list-style-type: none">•	Establish warm and friendly relations with student regardless of age, ethnic background and individual abilities					
<ul style="list-style-type: none">•	Earn respect					
<ul style="list-style-type: none">•	Encourage and support students to take increasing and appropriate responsibility for own learning					
<ul style="list-style-type: none">•	Address the needs of Maori and Pacific Island students					
Comments:						

4. RELATIONSHIP WITH COLLEAGUES

Capacity to:		Please circle one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		← High				Low →
	1	2	3	4	5	
<ul style="list-style-type: none">•	Manage staff					
<ul style="list-style-type: none">•	Establish excellent working relationships					
<ul style="list-style-type: none">•	Acknowledge the skill and knowledge of others					
<ul style="list-style-type: none">•	Gain acceptance and recognition for professional skills					
Comments:						

5. INFORMATION AND COMMUNICATION TECHNOLOGY

Capacity to:		Please circle one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		← High				Low →
	1	2	3	4	5	
<ul style="list-style-type: none">•	Personal ability and skills					
<ul style="list-style-type: none">•	Vision for its development in schools					
<ul style="list-style-type: none">•	Attitude to its use as a learning tool for students					
<ul style="list-style-type: none">•	Ability to harness support and resources for implementation					
Comments:						

6. SUMMARY

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	Low			→
		High				
	• How would you rank the applicant for the position?	1	2	3	4	5
	• In your opinion, how might the following groups rank the applicant?	1	2	3	4	5
	• Students	1	2	3	4	5
		1	2	3	4	5
	• Staff	1	2	3	4	5
		1	2	3	4	5
Comments (optional):						

7. APPLICANT'S POTENTIAL

Please comment on what you believe to be the applicant's potential to handle the responsibilities of the position. Please emphasis both strengths and weaknesses.

Continue on the back of this page if necessary

Signed: _____

Date: _____

Thank you for taking the time to help us make a sound and careful decision about this appointment.