

Referral Request for a Position of Responsibility

DATE	
NAME OF REFEREE	

I am an applicant for a position of responsibility at Botany Downs Secondary College and have named you as a confidential referee.

Would you please forward the completed referee's report via email to the Principal's PA at

y.degraaf@bdsc.school.nz

**The Principal
Botany Downs Secondary College
575 Chapel Road Howick
Auckland 2016 NEW ZEALAND**

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

For assistance, phone **09 273 2310**

Referee's Report for Position of Responsibility

APPLICANT

Name	
Present Position	
Employer	

REFEREE

Name		
Position		
Address		
Telephone Business		Telephone 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 referral:		
Are you prepared to be contacted by telephone to follow up on information contained in this written referral? 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 any aspect, please indicate so in the space provided.

Personal Qualities

(mark one)

	High	YES ←		→	NO	Low
Bearing and professional appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationship with other staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approachability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sense of humour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resilience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social conduct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enthusiasm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Innovative thinker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS

Personal Professional Qualities

CAPACITY TO... (mark one)

	High	YES ←		→	NO	Low
Identify new opportunities and action where appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grasp knowledge and put ideas into action	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undertake delegated responsibilities with a minimum of supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Show vitality, initiative, diligence and warmth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adopt an analytical approach to problem solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand and be aware of wider issues e.g. Treaty of Waitangi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiate and manage change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a professional perspective on educational issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strengthen/ enhance personal professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaboratively reach a decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS

Relationship with Students

CAPACITY TO... (mark one)	YES			NO	
	High	←	→	→	Low
Establish warm and friendly relations with student(s) regardless of age, ethnic background and individual abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earn respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage and support students to take increasing and appropriate responsibility for own learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address the needs of Maori and Pacific Island students					
Adopt an analytical approach to problem solving					

COMMENTS

Relationship with Colleagues

CAPACITY TO... (mark one)	YES			NO	
	High	←	→	→	Low
Manage Staff					
Establish excellent working relationships					
Acknowledge the skill and knowledge of others					
Gain acceptance and recognition for professional skills					

COMMENTS

Information and Technology

(mark one)	YES			NO	
	High	←	→	→	Low
Personal ability and skills					
Vision for its development in schools					
Attitude to its use as a learning tool for students					
Ability to harness support and resources for implementation					

COMMENTS

Summary

(mark one)

	High	YES		NO	Low
How would you rank the applicant for the position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your opinion, how might STUDENTS rank the applicant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your opinion, how might STAFF rank the applicant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS

Applicant's Potential

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

SIGNED

DATED