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# PRINCIPAL | TUMUAKI POSITION

# REFEREE REPORT

| **Vision**May our Waka always point to God as we enhance the wairua of our taonga (students). Each day we will love the Lord our God with all our heart, mind and soul by: Taking Responsibility, Achieving Excellence, Having Respect, In it together |
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**REFEREE REQUEST REPORT**

**Confidential to the St Joseph’s School Patea Board and their advisor.**

**This page is to be completed by the applicant**

Tenā koe (name of Referee)

I am an applicant for the position of Tumuaki | Principal at St Joseph’s School Patea and I have named you as a confidential referee. Please **email** the completed referee’s report to:**nadia@edlead.co.nz**

The referee reports **must** be received by **4pm** on **Tuesday 28th October 2025.**

Ngā mihi nui

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**REFEREE REQUEST REPORT**

**(Confidential to the St Joseph’s School Patea board and their advisor)**

**For:**

| Name of Applicant: |  |
| --- | --- |
| Name of Referee:  |  |
| Preferred contact number: |  |
| Email: |  |
| Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary?  |  Yes No  |

**1. What is your relationship to the applicant? How long have you known them? What opportunities have you had recently to see them at work?**

***Please assess the applicant’s performance for each of the following selected performance indicators by circling, highlighting or ticking the number in the appropriate box.***

| **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- |
| Not satisfactory | Satisfactory but needs further development | Competent | This is an area of strength | Outstanding |

### **PERSONAL QUALITIES**

| Personal faith witness | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| Spiritually reflective  | **1** | **2** | **3** | **4** | **5** |
| Collaborative and community-oriented | **1** | **2** | **3** | **4** | **5** |
| Advocates for Equity and Inclusion | **1** | **2** | **3** | **4** | **5** |
| Kind, compassionate and empathetic | **1** | **2** | **3** | **4** | **5** |
| Has integrity  | **1** | **2** | **3** | **4** | **5** |
| Sense of professionalism | **1** | **2** | **3** | **4** | **5** |
| Positive and solution focused  | **1** | **2** | **3** | **4** | **5** |
| Open and honest | **1** | **2** | **3** | **4** | **5** |
| Highly organised and efficient  | **1** | **2** | **3** | **4** | **5** |
| Excellent communication skills; proactive and clear | **1** | **2** | **3** | **4** | **5** |
| Exceptional listening skills | **1** | **2** | **3** | **4** | **5** |
| Highly relational, friendly, and approachable | **1** | **2** | **3** | **4** | **5** |
| Self-aware  | **1** | **2** | **3** | **4** | **5** |
| Fair and consistent | **1** | **2** | **3** | **4** | **5** |
| Energetic and engaging  | **1** | **2** | **3** | **4** | **5** |
| Genuinely cares about wellbeing | **1** | **2** | **3** | **4** | **5** |
| Resilient and calm under pressure  | **1** | **2** | **3** | **4** | **5** |
| Servant Leader | **1** | **2** | **3** | **4** | **5** |

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### **PROFESSIONAL QUALITIES, SKILLS AND EXPERIENCE**

**Proven skills and experience:**

| Has a passion for Catholic faith education  | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| Commitment to Catholic Mission and identity | **1** | **2** | **3** | **4** | **5** |
| Provides a professional perspective and Catholic world view on educational issues | **1** | **2** | **3** | **4** | **5** |
| Engages in strong community partnerships | **1** | **2** | **3** | **4** | **5** |
| Has experience of leading teaching and learning in a multilevel classroom | **1** | **2** | **3** | **4** | **5** |
| Can promote and articulate a clear vision, Gospel Values and the schools priorities | **1** | **2** | **3** | **4** | **5** |
| Strategic thinker  | **1** | **2** | **3** | **4** | **5** |
| Effective in Managing Conflict and Having Open, Honest Conversations | **1** | **2** | **3** | **4** | **5** |
| Committed to their own and others faith, personal and professional development  | **1** | **2** | **3** | **4** | **5** |
| Brings Te Tiriti o Waitangi to life within a school, shows a commitment to developing their own te reo and tikanga Māori, integrating kaupapa Māori authentically, and ensuring a culturally safe environment where ākonga can thrive as Māori. | **1** | **2** | **3** | **4** | **5** |
| Experienced in effectively leading and managing change  | **1** | **2** | **3** | **4** | **5** |
| Has a current understanding of *Tō Tātou Whakapono – Our Faith*, the Religious Education Curriculum for Catholic Schools in Aotearoa New Zealand. | **1** | **2** | **3** | **4** | **5** |
| Has a current understanding of the refreshed Te Mātaiho - The New Zealand Curriculum | **1** | **2** | **3** | **4** | **5** |
| Is confident and experienced in structured approaches to literacy and mathematics | **1** | **2** | **3** | **4** | **5** |

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### **RELATIONSHIPS WITH ĀKONGA**

**Capacity to:**

| Be an authentic faith witness to students in both words and actions | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| Establish warm, pastoral and respectful relationships with all students. | **1** | **2** | **3** | **4** | **5** |
| Intentionally uphold practices that enhance wellbeing | **1** | **2** | **3** | **4** | **5** |
| Supports students to uphold high standards of behaviour, inspired by the example of Jesus and guided by Gospel values | **1** | **2** | **3** | **4** | **5** |
| Develop and lead a rich curriculum that enables all students to thrive inside and outside the classroom | **1** | **2** | **3** | **4** | **5** |
| Be active and visible alongside students  | **1** | **2** | **3** | **4** | **5** |
| Uphold restorative practices  | **1** | **2** | **3** | **4** | **5** |

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### **RELATIONSHIPS WITH STAFF AND COLLEAGUES**

**Capacity to:**

| Be an authentic faith witness to staff in both words and actions | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| Motivate and inspire | **1** | **2** | **3** | **4** | **5** |
| Identify and invest in high quality PLD to grow others  | **1** | **2** | **3** | **4** | **5** |
| Utilise the strengths and passions of others | **1** | **2** | **3** | **4** | **5** |
| Have strong professional networks  | **1** | **2** | **3** | **4** | **5** |
| Address conflict in a way that maintains the dignity of all and is restorative | **1** | **2** | **3** | **4** | **5** |

### **MANAGE A SCHOOL ORGANISATION**

**Some knowledge, skills and/or experience in:**

| Managing finance, personnel, resources, health and safety and property | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| Making financial decisions that are just, transparent, and aligned with the principles of Catholic Social Teaching | **1** | **2** | **3** | **4** | **5** |
| Demonstrating initiative and creative thinking to secure additional resources or funding | **1** | **2** | **3** | **4** | **5** |
| Effectively managing the day to day running of a school | **1** | **2** | **3** | **4** | **5** |
| Effective communication across a range of platforms  | **1** | **2** | **3** | **4** | **5** |
| Being solution focused, proactive and can think flexibly and strategically to achieve results  | **1** | **2** | **3** | **4** | **5** |
| Valuing the input of the community and actively building and sustaining relationships.  | **1** | **2** | **3** | **4** | **5** |
| Being visible and community-minded | **1** | **2** | **3** | **4** | **5** |
| Working productively with the Board | **1** | **2** | **3** | **4** | **5** |
| Working productively with external expert partners e.g. Palmerston North Catholic Education Office, Education Services, RTLB and other specialised support people | **1** | **2** | **3** | **4** | **5** |
| Gathering data and reviewing and reporting on goals and progress in a timely manner  | **1** | **2** | **3** | **4** | **5** |

**1. What are the main reasons that this applicant will stand out as being an excellent candidate for this faith and education leadership position?**

**2. What do you think are their areas for growth and development?**

**3**. **Any other comments that will help the Board consider this applicant? Please feel free to utilise additional space.**

| **SUMMARY** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| **How would you rank the applicant for the position?** | Not recommended | Recommended Some reservations | Recommended | Highly Recommended |  OutstandingNo Reservations |

This information will be treated with the strictest of confidentiality.

Thank you for taking the time to support us with our appointment.

| **Signed:** |   | **Date:** |  |
| --- | --- | --- | --- |