



# ASHGROVE SCHOOL

48 Seddon Street  
Rangiora 7400  
Email: [admin@ashgrove.school.nz](mailto:admin@ashgrove.school.nz)  
Website: [www.ashgrove.school.nz](http://www.ashgrove.school.nz)

Phone: 03 313 8552  
Fax: 03 313 4992

As a nominated referee you are invited to complete the report on the candidate who has supplied the information in the box.

**Your report is confidential to the Board and to its Appointment Committee.**

While it is not necessary to complete every item, you will appreciate that as full a report as possible is likely to be of most use to an employing authority. Notes for your guidance are to be found overleaf.

The Board has an obligation to secure a response from all nominated referees.

All details on this page should be completed by the applicant.

Please return this form in the stamped envelope provided by the applicant to:

**The Principal  
Ashgrove School  
48 Seddon Street  
RANGIORA**

by: **Monday 21<sup>st</sup> January 2019 4.00pm**

## GUIDELINES

There are two parts to the report:

- A. Short answers to fill in
- B. A written comment page

Please use the following categories, as you feel competent to comment.

1. Personal Qualities

The applicant's attitude to the role of teacher, ability to understand and utilise new knowledge, vitality and initiative, bearing and manner inside and outside the classroom; understanding of the aims of education.

2. Relationship with Children

The applicant's classroom relationships and control, participation in wider activities of pupils.

3. Relationships with Colleagues

Ability to establish satisfactory working relationships, comment on the acceptance and recognition by professional colleagues of the applicant's leadership qualities and/or participation in the school's programme.

4. Professional Competence

Quality of planning, implementation and evaluation of appropriate learning programmes, awareness of pupils' needs and problems of pupil development, selection and use of appropriate teaching methods, resources and classroom management.

5. Relationships with the Community

Communication skills, effectiveness in earning parent support, participation in community life.

6. General

Anything else you feel may assist the Board in filling the position as advertised - qualifications, competency, relevant experiences.

**All information sent will be kept strictly confidential and later destroyed.**

# REFEREE'S REPORT ON: \_\_\_\_\_

Referees name: \_\_\_\_\_

Referees contact details: \_\_\_\_\_

## **Part A: Applicants Rating Performance**

Please assess the applicant's overall performance in his/her present position or the position in which you most recently worked with the applicant.

Rating Scale:

1	=	Superior (rare) - consistently exceeds normal
2	=	Very acceptable - occasionally exceeds expected level
3	=	Acceptable - the standard expected
4	=	Barely acceptable - acceptable but minimal and showing occasional deficiencies
5	=	Unacceptable - not up to expected standard
N/A	=	Not applicable or not observed

**APPLICANT'S NAME:** \_\_\_\_\_

<b>RATING DATA PROFILE</b>	<b>RATING</b>
Ability to maintain personal standards of professional conduct	
Ability to manage a classroom effectively	
Ability to work co-operatively with staff, syndicate and parents	
Willingness to undertake staff development programmes and keep up to date professionally	
Ability to establish positive relationships with children	
Teaching ability and methods of teaching	
Ability to plan, organise and evaluate classroom programmes of work, geared to the individual needs of pupils	
Ability in evaluation procedures and follow-up strategies	
Knowledge of curriculum areas	
Physical and emotional fitness for the position	
Ability to lead others working collaboratively	
Has ability to organise and manage work load in a balanced way	

**Part B:**

To be completed by the referee. Please comment on the following as they relate to the applicant's suitability for the position indicated on the first page.

Personal Qualities:

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Relationships with Children:

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Relationships with Colleagues:

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Professional Competence:

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Relationship with the Community:

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Classroom Management Skills:

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General Comments Related to the Position Advertised:

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Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE POST TO ARRIVE NO LATER THAN Monday 21<sup>st</sup> January 2019 4.00pm**