

## PROFESSIONAL REFEREE FOR PRINCIPAL POSITION

**Confidential Report for members of Interview Panel only**

NAME OF APPLICANT .....

SCHOOL APPLIED FOR .....

### 1.0 REFEREE INFORMATION

1.1 Your Name:.....Your Position: .....

Phone Number: (mobile) .....(work) .....

1.2 In what capacity do you know the applicant? .....

1.3 For how many years have you known the applicant? .....

### 2.0 SELECTION CRITERIA

*Please tick the appropriate box in relation to how the applicant meets each accountability statement*

**HS Highly Satisfactory      S Satisfactory      C Concern      SC Serious Concern      UC Unable to Comment**

<b>FAITH LEADERSHIP</b>	<b>HS</b>	<b>S</b>	<b>C</b>	<b>SC</b>	<b>UC</b>
<b>Guided by Gospel Values, the Principal is accountable for the following:</b>					
Building a shared vision that is distinctively Catholic and provides excellent education through setting of high learning expectations and values that support student outcomes					
Building a harmonious community that ensures opportunities for the school community to share and develop their faith through work, reflection, celebration and prayer					
Fostering partnerships between parents, staff and parish communities and supporting families in the education, moral and faith formation of their children					

Further comment (optional): .....

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<b>LEADING TEACHING AND LEARNING</b>	<b>HS</b>	<b>S</b>	<b>C</b>	<b>SC</b>	<b>UC</b>
<b>In partnership with the school community and CSO staff, the Principal works to improve student outcomes through:</b>					
Developing and articulating the school's vision, priorities and targets, which are reflected in the annual school plan and translated into practice					
Maintaining expert knowledge of syllabus and curriculum documents and leading others to develop exemplary teaching and learning strategies					



Ensuring a focus on the analysis of student assessment data which impact upon school priorities and targets and teaching and learning programs					
Integration of teaching, learning and technology					
Fostering a commitment to equity and a culture of inclusion through responding to the diverse learning needs of all students					

Further comment (optional): .....

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### DEVELOPING SELF AND OTHERS

HS	S	C	SC	UC
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**Guided by Gospel Values, the Principal is accountable for the following:**

Working with and through others to build a culture of shared learning and ownership for continuous improvement in teacher expertise and student learning outcomes					
Supporting all staff to develop leadership capacity through facilitating effective continuing professional learning and performance feedback					
Ensuring individual and team accountabilities are clearly defined in school documentation, and are appropriately monitored					
Demonstrating commitment to personal health and wellbeing and exhibiting self-management in order to prioritise and manage the complexity of the role					

Further comment (optional): .....

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### LEADING IMPROVEMENT, INNOVATION AND CHANGE

HS	S	C	SC	UC
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**Guided by Gospel Values, the Principal is accountable for the following:**

Motivating and engaging with staff to ensure that the vision and strategic plan is actioned and that plan goals and intentions are realised.					
Working with school and CSO staff to facilitate effective long-term change in the school					
Ensuring currency of leadership skills and knowledge of change concepts					
Production and implementation of clear, evidence based improvement plans and policies for the development of the school					
Working with staff to integrate information and communication technologies to enhance communication with and participation of all stakeholders					

Further comment (optional): .....

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<b>LEADING THE MANAGEMENT OF THE SCHOOL</b>	<b>HS</b>	<b>S</b>	<b>C</b>	<b>SC</b>	<b>UC</b>
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<b>In partnership with the school community and CSO staff, the Principal works to improve student outcomes through:</b>					
Critical analysis of data to ensure strategic alignment, accountability and compliance with CSO delegations and governance requirements					
Inducting staff in the Code of Conduct; policy requirements and mandatory training procedures					
Planning and prioritising to maximise the operation of the school through efficient management of available resources					
Building a strong safety culture whereby safety is everyone's responsibility					
Implementing a comprehensive student welfare and discipline policy					
Addressing the welfare needs of each student in a safe, responsive and harmonious teaching and learning environment					

Further comment (optional): .....

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<b>ENGAGING AND WORKING WITH THE COMMUNITY</b>	<b>HS</b>	<b>S</b>	<b>C</b>	<b>SC</b>	<b>UC</b>
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<b>Guided by Gospel Values, the Principal is accountable for the following:</b>					
Fostering trusting and collaborative relationships with staff, students, families, the broader school community and system of schools					
Engaging with the local community in a manner that positively promotes the school and the professionalism of staff					
Recognising and supporting the needs of students, families and carers from communities facing complex challenges					
Supporting the operation of school-based parent committees which may involve community members					
Forming effective partnerships with the school community, business and industry where appropriate					
Actively engaging with other school communities to build effective learning communities and promote Catholic education					

Further comment (optional): .....

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2.1 General comments on the accountabilities listed above (optional)

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3.0 PLEASE PROVIDE FURTHER COMMENTS ON:

3.1 Professional judgement

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3.1 Ability to cope with stress

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4.0 ON WHAT GROUNDS DO YOU RECOMMEND/NOT RECOMMEND THE APPLICANT FOR THE POSITION?

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In light of the above what would be your recommendation?

Highly Recommended  Recommended   
Recommended with Hesitation  Not Recommended

Signature ..... Date .....

Once completed please forward to:

Human Resources  
Attention: Talent Acquisition  
Email: [talent@mn.catholic.org.au](mailto:talent@mn.catholic.org.au)

