

## PROFESSIONAL REFEREE FOR ASSISTANT 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**

#### FAITH LEADERSHIP

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

Working to build a harmonious community that ensures opportunities for the school community to share their faith through work, reflection, celebration and prayer					
Providing leadership in the Religious Education curriculum and assisting in the integration of Catholic values across the curriculum					
Fostering partnerships between parents and staff and supporting families in the education, moral and faith formation of their children					

Further comment (optional): .....

#### LEADING TEACHING AND LEARNING

HS	S	C	SC	UC
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#### In partnership with the school community and CSO staff, the Assistant Principal works to improve student outcomes through:

Maintaining expert knowledge of syllabus and curriculum documents and leading others to develop exemplary teaching and learning strategies					
Supporting the analysis of school-based and system-wide student assessment data which impacts upon school priorities, targets and teaching and learning programs					

Fostering an inquiry-based approach to continuous improvement and innovation in teaching and learning					
Integration of teaching, learning and technology					
Fostering a commitment to equity of outcome 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 Assistant 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					
Developing and maintaining effective strategies and procedures for staff induction and professional learning					

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 Assistant Principal is accountable for the following:

Supporting the Principal in motivating and engaging with staff to ensure that the vision and strategic plan is actioned and that accountabilities are delegated and monitored					
Working with school and CSO staff to critically analyse a wide range of data sources to ensure strategic alignment and facilitate effective long-term change in the school					
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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**In partnership with the school community and CSO staff, the Assistant Principal works to improve student outcomes through:**

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					
Exercising a significant role in the effective daily administration of the school and efficient management of available resources					
Managing the teacher accreditation process through the AITSL framework					
Supporting a strong safety culture whereby safety is everyone's responsibility					
Supporting the implementation of a comprehensive student welfare and discipline policy					

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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**Guided by Gospel Values, the Assistant Principal is accountable for the following:**

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					
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)

