

**Selection of Assistant Principal**

Dear Referee

**Assessment of Applicant**

You have been nominated as a referee for this applicant’s application for Assistant Principal. You are kindly asked to complete the attached reference forms and return to the **Recruitment Officer** via email appointments@parra.catholic.edu.au by the **closing date** as advised by applicant.

This reference forms will assist us in the shortlisting process for the position of Assistant Principal.

I thank you for your assistance in this regard.

Yours sincerely

Talent & Workforce Team

Catholic Education

Diocese of Parramatta



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| **Name of Applicant:** |  |
| **Referee’s Name:** |  |
| **Contact Number:** |  |
| **Referee’s Position:** |  |
| **Working Relationship to Applicant:** |  |
| **Date:** |  |
| Free from any impediment to full acceptance by the Church in lifestyle, witness and modelling |
| Demonstrated record of leading processes to improve student performance in Catholic schools |
| Capacity to challenge and lead a school community that gives witness to the Catholic faith and its teaching and is aligned with the system strategic intent. |
| Demonstrated knowledge and use of current and emerging technologies as enablers for contemporary learning and teaching. |
| Minimum of four years professional qualification in education  |
| Substantial currency in Religious Education pedagogy and knowledge of Religious Education curriculum  |
| Attainment of a relevant Masters qualification or commitment to complete within four years of appointment |
| Demonstrated experience in leading contemporary learning theory and practice within the school |
| Demonstrated commitment to ongoing professional learning and formation.  |
| Commitment to team and to building positive relationships |
| What are the major strengths this person brings to the application? |
| What are their areas of development? |
| Overall how would you rate the applicant’s performance? Please tick |
| Highly competent Competent Effective in most areas Improvement needed |
| Are there any additional comments you would like to make? |

**Have you discussed this referee report with the applicant? Yes/No**

**Signed: Date:**