

**Selection of Principal**

Dear Referee

**Assessment of Applicant**

You have been nominated as a referee for this applicant’s application for 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 Principal.

I thank you for your assistance in this regard.

Yours sincerely

Talent & Workforce Team

Catholic Education

Diocese of Parramatta



**SENIOR SCHOOL LEADERSHIP**

**PRINCIPAL POSITION**

**Reference Check Form**

|  |  |
| --- | --- |
| **Name of Applicant:** |  |
| **Referee’s Name:** |  |
| **Contact Number:** |  |
| **Referee’s Position:** |  |
| **Working Relationship to Applicant:** |  |
| **Date:** |  |
| A capacity to challenge and lead a school community that gives witness to the Catholic faith and its teaching, aligned with the system’s strategic intent  |
| Relevant qualifications and experience |
| An understanding of the importance of an evidence-based approach to improving learning |
| A deep understanding of contemporary learning theory and practice, and demonstrated application of that knowledge in leading school improvement |
| Demonstrated success in building eﬀective relationships and high-performing, collaborative teams  |
| Evidence of ongoing professional learning |
| Demonstrated knowledge digital tools as enablers for contemporary learning and teaching |
| A capacity to engage and inﬂuence the educational agenda at a school and system level. |
| 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:**