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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 esd@parra.catholic.edu.au by the **closing date** as advised by the applicant.

This reference 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 Acquisition 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:**

# Child Protection REFEREE questions for child-related employment

| **Name of Applicant:** |  |
| --- | --- |
| **Referee’s Name:** |  |
| **Contact Number:** |  |
| **Referee’s Position:** |  |
| **Working Relationship to Applicant:** |  |
| **Date:** |  |

1. **To your knowledge has the applicant been barred from working with Children ** **no**

 **yes** *(If* ***yes****, please provide brief details)*



1. **Are you aware of any conviction of an offence that would bar the applicant from child-related work?**

 **no**

 **yes** *(If* ***yes****, please provide brief details – disqualifying offences are specified in Schedule 2 of the Child Protection (Working with Children) Act 2012) General details of the disqualifying offences can be viewed at –* ***Automatic barring records***



1. **Do you know of any criminal proceedings that if proven would bar the applicant from child-related work?**

 **no**

 **yes** *(If* ***yes****, please provide brief details)*



Child Protection Referee questions Staff Services Version 1 November 2014





**5. Are you aware that if applicant has ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?**

 **no**

 **yes** *(If* ***yes****, please provide brief details)*



**6 Are you aware of any reason or concern which may make the applicant unsuitable to work in child-related employment?**

 **no**

 **yes** *(If* ***yes****, please provide brief details)*



**REFEREE**

 

print name signature