|  |  |
| --- | --- |
| **Logo-CathDioceseBrat_EdOff-colour** | CONFIDENTIAL |

**PRINCIPAL REFEREE ASSESSMENT FORM**

This reference has been designed to assist you in evaluating the applicant’s suitability for the position of Principal of a Catholic school in the Diocese of Ballarat.

You are invited to comment freely on those areas that are relevant to your knowledge of the applicant. As this material is to be photocopied please ensure the use of black pen for your comments. Please feel free to take additional space as required.

*Please complete this form and return to:*

Post: Email:

*Michael Trainor* [*hr@ceob.edu.au*](mailto:hr@ceob.edu.au)

*Human Resources Manager*

*Catholic Education Office Ballarat*

*PO Box 576*

*Ballarat Vic 3353*

Enquiries: *03 5337 7109*

|  |  |
| --- | --- |
| **Applicant’s Name:** |  |
| **Position applied for:** |  |

|  |  |
| --- | --- |
| **referee’s name:** |  |
| **referee’s Role:** |  |
| **referee’s current phone:** |  |
| **time you have known the applicant:** |  |

**PLEASE TICK THE APPROPRIATE BOXES:**

NA: Not applicable or unknown

1 Does not meet expectations 3. Always meets expectations

2. Usually meets expectations 4. Exceeds expectations

Comments are optional, but your insights into the suitability of the applicant are appreciated.

**Child Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you directly observed the applicant’s work  with children? | **Yes** |  | **No** |
| Do you have any concerns about the applicant working directly with children? | **Yes** |  | **No** |
| Are you comfortable knowing that the applicant might sometimes be working alone with children? | **Yes** |  | **No** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| General | **N** | **1** | **2** | **3** | **4** |
| How would you describe the applicant’s overall work performance? |  |  |  |  |  |
| Are you aware of: | | | | | |
| any disciplinary action taken against the applicant in relation to any inappropriate or unprofessional conduct? | **Yes** | |  | **No** | |
| any allegation of inappropriate or unprofessional conduct made against the applicant and substantiated by an employer or other body? | **Yes** | |  | **No** | |
| the applicant being found guilty of a criminal offence or currently facing criminal charges? | **Yes** | |  | **No** | |
| Any relevant comments | | | | | |

|  |
| --- |
| What would you say are the applicant’s strengths? |
|  |
| What are the applicant’s development areas? |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vision and Mission | **N** | **1** | **2** | **3** | **4** |
| Understands the role of the Catholic school in the mission of the Church |  |  |  |  |  |
| Engages the community in the development and enactment of the school’s vision and mission |  |  |  |  |  |
| Gives authentic witness to their personal commitment to the school’s vision and mission |  |  |  |  |  |
| Enlivens the charism of the school through stewardship of its history and tradition |  |  |  |  |  |
| Ensures that the vision and mission inform school policies, practices and procedures |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Catholic School Culture | | **N** | **1** | **2** | **3** | **4** |
| 1.1 | Demonstrates commitment and witness to the Catholic faith |  |  |  |  |  |
| 1.2 | Demonstrates faith leadership in the school environment through supporting the enhancement of the Catholic identity of the school |  |  |  |  |  |
| 1.3 | Nurtures faith formation of self |  |  |  |  |  |
| 1.4 | Nurtures faith formation of staff |  |  |  |  |  |
| 1.5 | Leadership and participation in the spiritual life of the school, liturgies, prayer etc |  |  |  |  |  |
| 1.6 | Supports partnership with the local parish |  |  |  |  |  |
| 1.7 | Demonstrates knowledge of theology and contemporary pedagogical practices in the teaching of Religious Education |  |  |  |  |  |
| 1.8 | Promotes justice, peace and ecological conversion informed by Catholic Social Teaching |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Community Engagement | | **N** | **1** | **2** | **3** | **4** |
| 2.1 | Invites, welcomes and provides hospitality to all in the true spirit of dialogue, working with parents as partners to improve engagement in their children’s learning |  |  |  |  |  |
| 2.2 | Creates and sustains partnerships with parish that enhance student learning |  |  |  |  |  |
| 2.3 | Creates and sustains partnerships with the Catholic education community that enhance student learning |  |  |  |  |  |
| 2.4 | Creates and sustains partnerships with the wider community that enhance student learning |  |  |  |  |  |
| 2.5 | Contributes to, supports and implements CECV, diocesan and school policies |  |  |  |  |  |
| 2.6 | Promotes strategies that connect families who find difficulty in engaging with the school |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Leadership and Stewardship | | **N** | **1** | **2** | **3** | **4** |
| 3.1 | Engages in ongoing leadership formation of self and others |  |  |  |  |  |
| 3.2 | Works collaboratively with school leadership to enhance learning |  |  |  |  |  |
| 3.3 | Enhances the professional performance and standard of all staff |  |  |  |  |  |
| 3.4 | Exercises appropriate stewardship of resources to meet the learning needs of all staff and students |  |  |  |  |  |
| 3.4 | Provides quality pastoral care for staff |  |  |  |  |  |
| 3.5 | Makes informed decisions |  |  |  |  |  |
| 3.6 | Delegates appropriately |  |  |  |  |  |
| 3.7 | Empowers others |  |  |  |  |  |
| 3.8 | Affirms others |  |  |  |  |  |
| 3.9 | Handles conflict appropriately |  |  |  |  |  |
| 3.10 | Communicates effectively |  |  |  |  |  |
| 3.11 | Is accessible to staff, students and parents |  |  |  |  |  |
| 3.12 | Cooperates with the school’s governing authority to ensure effective governance practices |  |  |  |  |  |
| 3.13 | Demonstrates organisational effectiveness |  |  |  |  |  |
| 3.14 | Provides leadership for school development planning |  |  |  |  |  |
| 3.15 | Leads the development and implementation of effective policy and procedures |  |  |  |  |  |
| 3.16 | Maintains confidentiality |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Learning and Teaching | | **N** | **1** | **2** | **3** | **4** |
| 4.1 | Leads collaborative and collegial structures to ensure maximized learning for all students and staff |  |  |  |  |  |
| 4.2 | Ensures the establishment and implementation of an agreed educational philosophy and pedagogy |  |  |  |  |  |
| 4.3 | Ensures the development and implementation a guaranteed, viable and mandated curriculum |  |  |  |  |  |
| 4.4 | Ensures the school wide analysis and use of data to inform learning and teaching practices to achieve high levels of learning for all |  |  |  |  |  |
| 4.5 | Implements a school wide systematic approach to providing appropriate services and interventions for students with diverse learning needs |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Wellbeing | | **N** | **1** | **2** | **3** | **4** |
| 5.1 | Ensures school wide practices that attend to personal wellbeing of students |  |  |  |  |  |
| 5.2 | Ensures school wide practices that attend to personal wellbeing of staff |  |  |  |  |  |
| 5.3 | Attends to their own wellbeing |  |  |  |  |  |
| 5.4 | Ensures the provision of a child safe school environment |  |  |  |  |  |
| 5.5 | Celebrates student achievement |  |  |  |  |  |
| 5.6 | Promotes and ensures consistent, positive behaviour management practices |  |  |  |  |  |
| 5.7 | Builds respectful relationships with and amongst staff |  |  |  |  |  |
| 5.8 | Builds respectful relationships with and amongst students |  |  |  |  |  |
| 5.9 | Builds respectful relationships with and amongst parents |  |  |  |  |  |

**Additional Comments:**

|  |
| --- |
| Relevant knowledge you may have about the applicant’s capacity or suitability for the position. |
|  |

**Recommendation**

|  |  |  |  |
| --- | --- | --- | --- |
| I would recommend this person for the position of Principal | **Yes** |  | **No** |
| **Signature** | **Date** | | |

**Privacy Notice**

*Your privacy is important to us. Information recorded on this document will be used exclusively for the intent of the document. Our Privacy Policy is available upon request.*