GUIDED TESTIMONIALS

At least one testimonial should be written by the candidate’s Head of School or board member if he or she is the Head of School. Other references could come from an immediate superior (i.e. if the candidate is an assistant teacher, by his or her head of department or head of section; a head of department by their head of section or head of school; a head of section by their head of school; a head of school by their employer or chair of the board of governors/directors.)

To whomsoever becomes responsible for the testimonial, we would like to ask you to write your answers to the questions as carefully and thoroughly as possible, for the good of the candidate and of the pupils and staff under his/her care, should their application be successful. For our community’s sake it is essential that the person we finally select is the one whose personal characteristics and abilities most closely fit the requirements of the senior position in our school.

We are well aware that completing this testimonial can take time and that time is always scarce in schools, so we are extremely grateful to you for accepting the challenge.

We are also aware that you may not feel in a position to answer some of the questions. If so, we would be grateful for a very brief explanation, such as “I have never been able to observe this aspect.”

1. What is your position in the school and what is your professional relationship to the candidate?
2. How long have you known this candidate in his professional role?
3. What are the candidate’s strongest points in their present position?
4. What aspects do you feel he needs to improve in his present position?
5. Have you ever been able to observe the candidate in a leadership role? Please explain.
6. What could you say about the candidate’s style of leadership, according to what you have been able to observe? Please mention strengths and weaknesses.
7. How does the candidate relate to:
8. colleagues
9. superiors
10. auxiliary staff
11. parents
12. pupils?
13. Are you aware of any particular impediment (physical, psychological, ethical, linguistic, cultural, etc.) that might make it difficult for the candidate to fulfil successfully, and without undue conflict, the role of head of school? Please explain.
14. Have you observed that the candidate has any particular outstanding abilities/skills or interests that might help them to be readily accepted in their new school? If so, please describe them.
15. What in particular seems to motivate the candidate as an educator?
16. We would be grateful to know how the candidate relates to team work?
17. How does the candidate react to suggestions that they have made a mistake, or to adverse criticism in general?
18. How would you rate the candidate as an effective public speaker?
19. How would you rate the candidate’s communication skills?
20. Any other comments you would like to make.

We would also like to receive a testimonial from parents of the school, pupils and general staff, which could come from the leaders of the Parents’ Association, student representation groups and teacher reps., including aspect such as:

1. What is your position in the school community and what is your professional relationship to the candidate?
2. How long have you known this candidate in his professional role?
3. General impressions.
4. Leadership.
5. Preparation, academic and general.
6. Communication skills.
7. Interaction with members of the community.
8. Conflict solving.
9. Strengths.
10. Weaknesses.
11. Any particular situations that that the candidate was involved in that could be celebrated or that caused concern.
12. Any other comments you would like to add.
13. Could we contact you for a conversation, if necessary? If so, would WhatsApp or Google Meet be options?