Dear Referee

**PRINCIPAL POSITION SELECTION PROCEDURE**

**CONFIDENTIAL REFEREE ASSESSMENT**

I am writing to request your assistance by completing the attached Confidential Referee Assessment.

I am sure you are aware that the Principalship Position Selection Process relies heavily on accurate referee assessment for its effectiveness and as such you are carrying out a most significant and important task.

The form is very comprehensive and is structured in such a way as to assist you to indicate what you know of the applicant in each area of responsibility. Your contribution will assist the selection panel to assess the applicant’s readiness, suitability and skills for a leadership position.

You are encouraged to be frank and open in your ratings and to support your assessment of the applicant through the addition of any elaborating comments. Be assured that the contents of this assessment remain strictly confidential to those involved in the selection process.

It would be most helpful if you could forward your assessment to this office using the enclosed stamped-addressed envelope by the due date for close of applications by COB **29 July 2019.**

With best wishes and appreciation.

Yours sincerely

Greg O’Mullane  
Director of Catholic Education

Diocese of Darwin

**7 October 2019**

**Catholic Education Office**

**Diocese of Darwin**

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| **CONFIDENTIAL REFEREE ASSESSMENT FORM FOR PRINCIPAL POSITION** |

**Strictly Confidential.**

**Referee**

Name: …………...................…………………

Current Position: ……………............………...

Work Address: …………..............……………..

…………………………………………….............

Relationship to applicant..............................

No. of Years I have known applicant …..….

**Applicant**

Name: ……………………………........................

Current Position: ………………………..............

Position(s) Applied for: …………..............……

…………………………………….......................…

……………………………………….......................

**Please tick the appropriate boxes**

Apply the following codes: N = Not applicable/unknown

1 = Unsatisfactory

2 = Adequate

3 = Good

4 = Very Good

5 = Outstanding

1. **The Leader and the Catholic School: N 1 2 3 4 5**

Understanding of, and commitment to

Catholic Education

Personal witness to gospel values in daily living

Understanding of the importance of the

integration of Christian values across

the curriculum.

Knowledge of contemporary issues in

Religious Education.

Understanding of the school’s relationship to

the wider Church community.

Comments:…………………………………..............................................................……………………………………………..…………………………………………………….............................................................………………………………………………………………………………………………………………………….............................................................…………………………………….......................................................

1. **The Leader and Personal Leadership N 1 2 3 4 5**

Ability to make decisions

Ability to exercise discretion and sound

judgement

Ability to be collaborate, delegate and be

adaptable

Ability to develop and implement effective

policy and procedures

Ability to exercise authority appropriately

Ability to communicate, be accessible and

approachable

Comments: ………………………………………..........................................................…………………………

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1. **The Leader and Teaching and Learning N 1 2 3 4 5**

Ability to promote a productive and

harmonious classroom climate.

Familiarity with educational developments

and challenges.

Knowledge and experience in contemporary

curriculum, pedagogy and assessment.

Ability to evaluate teaching programs

Ability to implement effective assessment

and reporting strategies.

Capacity to use data to inform teaching and

learning

Comments:…………………………………………………………………........................................................……………………………..………………………………………………………………………………………………………………..………………….............……………………………….................................................................................................................................................................................................................................................

1. **Community and Culture N 1 2 3 4 5** Quality of communication with:

* parents
* students
* clergy and members of parish

community

* wider community

Approachability and accessibility to parents

Relationship with parent organisation

Support for parent participation in school life.

Represents the school in the wider community

Comments:……………………………………………….........................................................………………………………………………..………………………………………………………………………………………………………………..………………..………………………………………………..........................................................................................................................................................................................................................................

1. **Pastoral Care and Wellbeing N 1 2 3 4 5**

Ability to empower and affirm others.

Support for staff professional development

Ability to delegate and use the talents of others

Team building skills.

Ability to build and maintain staff morale

Comments:….............................................................……………………………………………………………………………………………….………………………………………………………………………………………..............................................................................………………................................................................................…………………………………………………………………………………………………………...........................

1. **Finance Facilities and Resources N 1 2 3 4 5**

Organisational effectiveness

Capacity to manage resources

Effective record-keeping skills

Personal time management

Awareness of legal and safety responsibilities

Comments:………………………………………………………………………..............................................................……………………………..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

1. **Readiness for the position:**

Please comment on the applicant’s readiness for the position.

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1. **Recommendation.**

Please tick the appropriate box:

* I recommend the applicant for this position
* I do not recommend the applicant for this position

**Signature: ………………………….........................................................……**

**Date:……………………….......................……................................……….**

**Please return this form to: Catholic Education Office**

**Attention: Director of Catholic Education**

**PO Box 219**

**BERRIMAH NT 0828**

**Or by email to: Sneha.Chavan@nt.catholic.edu.au**

**BY: 3 November 2019**

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| If you need to fax this form because of time constraints, please follow up with original by post.  **Catholic Education Office Fax No: (08) 8984 1436**  Or scan and email to  **Sneha.Chavan@nt.catholic.edu.au** |