



# RANGIORA NEW LIFE SCHOOL

TE KURA ORANGA HOU O RANGIORA

Denchs Road, Rangiora

Ph: (03) 313 6332 Fax: (03) 313 6237

Email: admin@rnls.school.nz Website: www.rnls.school.nz

As a nominated referee you are invited to submit evidence regarding the applicant's suitability for the position outlined below.

ALL INFORMATION GIVEN WILL BE STRICTLY CONFIDENTIAL AFTER THE INTERVIEWS  
ALL REFEREE'S STATEMENTS WILL BE DESTROYED.

Name of Applicant: \_\_\_\_\_ (TO BE FILLED IN BY APPLICANT)

Position:

**Teacher of Drama Y7-13 Part-time (0.63FTTE) Fixed term 2012 from Term 2**

Name of Referee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Evening (if different): \_\_\_\_\_

Occupation \_\_\_\_\_

& Position \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

Capacity in which you have know the applicant:

\_\_\_\_\_

Please return using the pre-paid envelope enclosed and forward your report, to be received by 4 pm, Friday March 9, 2012.

If for some reason, you find it impossible to act as referee, you are free to complete the statement below:

I am unable/do not wish (delete one) to submit a referee's report on behalf of:

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Signed----- Date -----

## **A.**

Would you please comment on the following aspects as they relate to the applicant's suitability for the position indicated above. Please feel free to write on another sheet if necessary.

### **ABILITY TO TEACH (REFER TO POSITION APPLIED FOR)**

These may include curriculum knowledge and ability to motivate and engage students in their learning in that subject.

### **PERSONAL QUALITIES:**

These may include the applicant's Christian commitment, reliability, dedication, vitality, initiative, bearing and manner inside and outside the classroom and their interpersonal and communication skills.

### **RELATIONSHIPS WITH CHILDREN:**

These may include comment on the applicant's classroom relationships and control, participation in the wider activities of pupils and the ability to motivate students in their learning, including students with special needs and giftedness.

### **RELATIONSHIPS WITH COLLEAGUES:**

These may include the ability to establish satisfactory working relationships; comment on the acceptance and recognition by professional colleagues of the applicant's leadership or participation in the school's programme.

### **PROFESSIONAL COMPETENCE:**

This should include quality of planning; implementation, and evaluation of appropriate learning programmes; awareness of pupils' needs and problems of pupil development, selection and use of appropriate teaching methods and resources. Ability to develop programmes and activities outside the classroom and in aiding other pupils and teachers to gain from their expertise.

### **KNOWN STRENGTHS:**

Comment on particular strengths in areas such as; curriculum and teaching, the applicant has within the classroom.

### **RELATIONSHIPS WITH THE COMMUNITY:**

These may include communication of school aims to parents and the wider community, and the level of willingness to and nature of the applicant's participation in community life.

### **GENERAL:**

Please make any general comment you feel may assist the Board to fill the position as advertised on the basis of the school's special Christian character, vision and passion for Christian education, qualifications, professional competency and relevant experience.

# B.

You are requested to assess the applicant's performance in his/her present position, OR the performance in the position in which you most recently worked with/observed the applicant.

Please use the following rating scales:

- NA** **Not applicable** or not observed.
- U** **Unacceptable.** The applicant's performance is not up to expected standard.
- F** **Fair.** This rating should be used when the applicant's performance is barely acceptable and may show Occasional minor deficiencies or a lack of experience which could be corrected.
- G** **Good.** This applicant's performance fully meets the required standard and may, in some areas occasionally even exceed the expected level of proficiency.
- VG** **Very Good.** The applicant's performance shows particular strengths in some areas which exceed the normal expectations for the position and consistently meets all reasonable requirements.
- E** **Excellent.** The applicant's performance consistently exceeds all of the normal expectations for the position.

- 1. Personal commitment to Christian Values .....
- 2. Honesty and personal integrity .....
- 3. Attitude towards authority .....
- 4. Courtesy towards others .....
- 5. Ability to maintain standards of professional conduct .....
- 6. Willingness and ability to keep up-to-date with professional developments .....
- 7. Proven management/administrative skills .....
- 8. Ability to earn the respect of colleagues .....
- 9. Teaching ability .....
- 10. Ability to earn the respect of students .....
- 11. Ability to handle the problems of individuals .....
- 12. Ability to motivate and work with staff members .....
- 13. Ability to plan, co-ordinate and evaluate .....
- 14. Ability to manage resources .....
- 15. Physical and emotional fitness for the position .....
- 16. Ability to communicate effectively .....
- 17. Ability to establish and maintain positive relationships with others .....

Signature of referee: \_\_\_\_\_ Date \_\_\_\_\_