**CONFIDENTIAL REFEREE REPORT   
FOR MEMBERS OF SELECTION PANEL**

In completing this form, it is important to be conscious of the role you are assuming in undertaking this task. It is the role of one representing the employer, carrying out a professional assessment rather than one of advocacy.

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Position Applied for: |  |
| Name of Referee: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ***REFEREE BACKGROUND INFORMATION*** | | | |  | | | | | |
| * 1. In what capacity do you know the applicant? | | | |  | | | | | |
| * 1. How long have you known the applicant? | | | |  | | | | | |
| * 1. Your Position | | | |  | | | | | |
| Phone (work): | |  | | Phone (mobile): | |  | | | |
| 1. ***LEADERSHIP DIMENSIONS:***   Tick the appropriate performance rating and provide supporting comments in relation to how the applicant meets each dimension. Please give careful consideration to your responses for each statement realising that applicants may have areas of strength and weaknesses in all dimensions. | | | | | | | | |  |
| * 1. Religious Leadership * Demonstrates commitment to the Church’s mission by regular worship and integration of faith in daily living. * Articulates a vision of the spiritual dimension of the school * Understanding of Church tradition, teaching and culture * Knowledge of current trends in Religious Education curriculum * Is seen to be a quality Religious Education Teacher | | | | | * Experience in contributing to the development of a faith community of adults and students * Commitment to the integration and transmission of gospel values through the curriculum * Communication with Parish Priest * Demonstrates an ongoing commitment to the ideals and purposes of Catholic Education | | | | |
| Not Applicable/  Unknown | Serious Concern | | Some Concern | | Satisfactory | | Commendable | Exemplary/ Outstanding | |
|  |  | |  | |  | |  |  | |
| Supporting Comments: |  | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * 1. Educational Leadership * Knowledge of current trends in curriculum development and NSW Board of Studies requirements * Provides quality education for students and makes decisions based on educational needs. | | | * Promotes educational excellence and achievements * Undertakes ongoing professional development for self and provides for staff developments programs. | | | |
| Not Applicable/ Unknown | Serious Concern | Some Concern | | Satisfactory | Commendable | Exemplary/ Outstanding |
|  |  |  | |  |  |  |
| Supporting Comments: |  | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * 1. Community Leadership * Develops collaborative leadership in the creation of community * Facilitates partnerships between parish and school * Establishes and maintains effective care of students and staff | | | * Provides a range of opportunities for parent partnership * Establishes and maintains just and effective decision making and communication structures * Establishes links with the wider community | | |
| Not Applicable/ Unknown | Serious Concern | Some Concern | Satisfactory | Commendable | Exemplary/ Outstanding |
|  |  |  |  |  |  |
| Supporting Comments: |  | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * 1. Administrative Leadership * Analyses policy and its implications * Effectively delegates decision making and task allocation * Supervises staff and work practices * Promotes a positive working environment * Leads school improvement | | | * Effectively manages financial resources, plant and equipment * Works within and contributes to the Diocesan school system * Develops and implements policy based on Diocesan priorities and reflecting principles of justice, equity and merit * Communicates effectively | | | |
| Not Applicable/ Unknown | Serious Concern | Some Concern | | Satisfactory | Commendable | Exemplary/ Outstanding |
|  |  |  | |  |  |  |

|  |  |
| --- | --- |
| * 1. Significant Strengths of Applicant |  |
| * 1. Significant Areas Needing Development |  |

|  |  |
| --- | --- |
| 1. ***SUITABILITY FOR THIS POSITION*** |  |
| Highly Recommended  Recommended | Recommended with Hesitation  Not Recommended |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Signature:*** |  | ***Date:*** |  |

Please return marked: ***“Private and Confidential”*** to:

|  |  |
| --- | --- |
| HR Recruitment Catholic Schools Office PO Box 158 LISMORE NSW 2480 | Confidential Fax: 02 6622 5703 or preferably  Email: [recruitment@lism.catholic.edu.au](mailto:recruitment@lism.catholic.edu.au) |

To be returned by closing date of advertised position.