Appendix A

Reference Questionnaire

**Please note:**

**This reference should contain no material misstatement or omission. The content of the reference may be discussed with the candidate at interview. We may contact you subsequently for clarification of any part of the reference.**

**Please answer all questions**

**CANDIDATE**

|  |  |
| --- | --- |
| Applicant Name: |  |

|  |  |
| --- | --- |
| Post: |  |

**REFEREE**

|  |  |
| --- | --- |
| Referee Name: |  |

|  |  |
| --- | --- |
| Position: |  |

|  |  |
| --- | --- |
| Organisation/School: |  |

**REFERENCE**

1. Please confirm the candidate’s period of employment with your organisation/school:

|  |  |  |  |
| --- | --- | --- | --- |
| From: *(DD/MM/YYYY)* |  | To: *(DD/MM/YYYY)* |  |

1. Please give the candidate’s **current** or **last** job title within your organisation/school and if

applicable their reason for leaving:

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| --- |
|  |

1. Please give details of the applicants’ salary and any other remuneration (if known):

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1. Please state your work relationship to the candidate (e.g. current LA employer,

Headteacher, Chair of Governors) and for how long you have worked with them in this capacity:

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1. With reference to the enclosed person specification, please comment on:
	* + 1. the candidate’s understanding of factors leading to the improvement of teaching and learning and the extent to which the candidate has taken a lead in the school’s strategies to achieve results against challenging targets:

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| --- |
|  |

* 1. the extent to which the candidate has been instrumental (rather than just actively involved) in leading/managing successful whole school initiatives:

|  |
| --- |
|  |

* 1. the style that the candidate adopts in leading and motivating colleagues:

|  |
| --- |
|  |

* 1. the candidate’s involvement in budgetary/resource issues in the school:

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| --- |
|  |

* 1. the candidate’s weaknesses in relation to the post they have applied for:

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| --- |
|  |

* 1. other experience, qualities and notable achievements that are relevant to the attached job description and person specification:

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| --- |
|  |

1. Have you ever had any reason to doubt the candidate’s honesty, trustworthiness or

reliability?

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| --- |
|  |

* + - 1. Is the candidate currently the subject of any form of disciplinary or capability concern?

YES/NO \*please mark as appropriate

If yes, please give details:

|  |
| --- |
|  |

* + - 1. have they been subject to any inquiry or warning?

YES/NO \*please mark as appropriate

If yes, what was the outcome?

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| --- |
|  |

* + - 1. was the candidate the subject of any such inquiry or warning on leaving your employment?

YES/NO \*please mark as appropriate

If yes, what was the outcome?

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| --- |
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1. Have you knowledge of any disciplinary offences relating to children committed by the

candidate, including any in which the penalty is ‘time expired”?

YES/NO \*please mark as appropriate

If yes, what was the outcome?

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|  |

1. To your knowledge, has the candidate been the subject of any child protection concerns?

YES/NO \*please mark as appropriate

If yes, please give details?

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|  |

1. Please state any other relevant information that a prospective employer should know

about the candidate:

|  |
| --- |
|  |

1. Would you re-employ the candidate if you were able?

YES/NO \*please mark as appropriate

1. Please tick the relevant statement (guidance for this question can be found on page 8):

|  |  |
| --- | --- |
| Can be **recommended without reservation** |  |
| Can be **strongly recommended** |  |
| Can be **recommended**  |  |
| Can be **recommended with some reservations** |  |
| **Cannot be recommended** |  |

|  |  |
| --- | --- |
| Referee’s Signature: |  |

|  |  |
| --- | --- |
| Date: |  |

***Please use the guidance below for Q.12***

**Recommended without reservation**

* Proven track record of good leadership and management
* Has taken the school forward
* No doubt about the candidate’s ability to respond to change in a new situation

**Strongly recommend**

* Notable achievements in leadership and management
* Has taken the school forward
* Some difficulty could have been experienced in current post, but candidate has been perceptive enough to be self-critical, analytical and working to improve
* Confident about candidate’s adaptability and ability to respond to change in a new situation

**Recommended**

* Proven, competent manager and leader
* Some evidence of achievement in the school but certainly no evidence of regression
* Confident about the candidate’s ability to do a ‘steady job’
* In the case of a deputy specifically:
* Confident that the deputy, who has not been given the opportunity to fully exercise leadership and management skills has demonstrated the potential to fulfil this role
* Confident that the deputy a (a) particular shortcoming(s) has an appropriate weighting of other competencies

**Recommendation with some reservations**

* Competence, to undertake the role exists, but a programme of support/development should be in place for the applicant to succeed in the post

**Cannot be recommended**

* There is some level of competence but a significant number of shortcomings

or

* Proven record of sustained under achievement and significant lack of confidence