NAPIER BOYS' HIGH SCHOOL HEADMASTER POSITION

REFEREE REPORT FORM

Dear _____

I am an applicant for the position of Headmaster at Napier Boys' High School, and have named you as a confidential referee. Below is a link that will take you to a google document. There are three ways you can fill this in.

- You will need to make a copy by going to "File" then "Make a Copy".
- You can also download this document as a Word doc by going to "File", "Download", "Microsoft Word"
- Simply print out the form and fill in with pen and then scan or take photos.

https://docs.google.com/document/d/1iEO9s60AdP9arkuExsRWXtPkA6I7WV23/edit?usp=sharing&ouid=109369467472198038084&rtpof=true&sd=true

Please forward the completed referee's report to:

Please label the email 'Confidential'

Vacancy@bged.co.nz

Please ensure that the report is received at the above address by **4 pm, Friday, 5th February 2027**

Yours sincerely,

Applicant

Confidential Referee Report

Headmaster, Napier Boys' High School

Thank you for agreeing to provide a reference. The Board of Trustees will weigh your comments carefully, so please be as frank and as specific as you can. A short telephone conversation may follow if the applicant is shortlisted.

1. Your details

Candidate's name	
Your name	
Your position and organisation	
Telephone	
Email	
In what capacity have you known the candidate	
Over what period (from and to)	
Were you the candidate's direct employer or line manager	Yes / No

2. About the role

So that your comments can be weighed against the right standard, here is what the appointment involves.

Napier Boys' High School is a state secondary school of 1,271 boys from Years 9 to 13, including 198 boarders in Scinde House. About a third of students identify as Māori. The school was founded in 1872 and has a strong sense of its own traditions and its place in Hawke's Bay.

The Board of Trustees is seeking a Headmaster who is first and foremost relational: visible and known across the school, trusted by students, staff and whānau, firm and fair, committed to boarding, and able to bring staff together behind the school's new strategic direction. The Board has set ten key person specifications, which are used at shortlisting, at interview and in this report, and has added two further areas, communication and judgement, on which it would also value your view.

Please be frank. The Board would rather hear a reservation now than discover it later.

3. The twelve key areas

Please rate the candidate against each specification using the scale below, and add a comment wherever you can give an example. If you have not seen the candidate in a particular area, please write "not observed" rather than guessing.

Rating scale: 5 Outstanding, 4 Strong, 3 Adequate, 2 An area for development, 1 Not observed

	Specification	Rating	Comment
1	**Relational leadership.** Builds authentic, enduring relationships with boys, staff, whānau, the Board and Old Boys; collaborative and empowering; communicates with clarity and empathy		
2	**Visible leadership.** A strong, approachable presence across classrooms, assemblies, sport, culture and Scinde House; takes a genuine interest in the lives and aspirations of boys		
3	**Consistent accountability.** Sound judgement and integrity; high expectations applied consistently and without favour; the courage to address difficult issues		
4	**School identity.** Appreciates the school's history, traditions and tikanga; protects the Skyblue brotherhood; builds pride and belonging		
5	**Boarding champion.** Champions Scinde House; committed to the safety, wellbeing and success of boarders; works in partnership with boarding whānau		
6	**Character development.** Strong moral purpose; develops young men of integrity, resilience and respect; leads a safe, inclusive school with strong pastoral care		
7	**Strategic leadership.** Future-focused; balances respect for tradition with ambition; brings people together around a shared direction; committed to the long term		
8	**Boys' learning.** Passionate about boys' education; credible on curriculum and teaching practice; empowers Heads of Learning to lift outcomes		
9	**Achievement and opportunity.** Raises achievement for every boy; committed to Māori achievement and partnership with whānau and mana whenua; uses evidence and student voice		
10	**School stewardship.** Sound governance understanding and operational capability; oversight of people, finance, property and safety; works in genuine partnership with the Board		
11	**Communication.** Communicates clearly and openly with staff, students, whānau and the wider community		
12	**Judgement and problem-solving.** Handles complexity and pressure with calm logic and fairness		

4. Comment

Any further comment you would like the Board to have:

5. Suitability and employment matters

The Headmaster is a core worker under the Children's Act 2014, so these questions form part of the Board's safety checking.

Are you aware of any matter that would make this person unsuitable to work with children or young people?	Yes / No. If yes, please give details:
Were there any disciplinary, performance or competency matters, complaints or investigations during the period you worked with them?	Yes / No. If yes, please give details:
Are you aware of any reason the candidate should not hold a position of trust and authority in a school?	Yes / No. If yes, please give details:
Do you know of any conflict of interest the Board should be aware of?	Yes / No. If yes, please give details:

6. Overall recommendation

Would you re-employ this person?	Yes / No / Not applicable
Would you recommend them for the Headmastership of Napier Boys' High School?	Yes, without reservation / Yes, with reservation / No
If with reservation, what is the reservation?	

7. Declaration and privacy

I confirm that the information I have given is true and complete to the best of my knowledge.

Signature	
Name	
Date	

How this information is used. The Board of Trustees of Napier Boys' High School collects this information to assess the candidate's suitability for appointment, under the Privacy Act 2020. It will be seen only by the appointment panel and the Board's appointment consultant, and will be held securely and used for no other purpose. The Board will treat your comments as confidential so far as the law allows. Please note that under the Privacy Act 2020 an individual has the right to request the personal information held about them, so absolute confidentiality cannot be guaranteed.

Please do not discuss this report with the candidate or with others.

Return the completed form to Brad Gay, BGed, at vacancy@BGed.co.nz. Please make sure it reaches us by 4:00pm on Friday 5th February 2027.

Thank you for the time you have given to this.