**HERNE BAY HIGH**



**Specialist School & Sports College**

**Reference request**

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

**Please confirm the following details:**

|  |  |
| --- | --- |
| The applicant’s period of employment with you:  |  |
| The applicant’s current or most recent job title with you:  |  |
| The main duties and responsibilities of that post: |  |
| The applicant’s reason for leaving your employment:  |  |
| How long have you known the applicant?  |  |
| In what capacity do you know him/her?  |  |
| Did the applicant perform his/her duties satisfactorily; if no please provide details |  |

**Please complete each section according to the following criteria:**

4 – Outstanding (top 5%) 3 – Very Good 2 – Average 1 – Weak 0 – Unable to comment

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| **Evaluation of Candidate’s Character**

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| --- | --- | --- | --- |
| Honesty |  | Co-operation |  |
| Cheerfulness |  | Solution focused |  |
| Positive approach and optimism |  | Adaptability and independence |  |
| Ability to cope with frustrating circumstances |  | Dedication and courage |  |
| Ability to work as part of a team |  | Attendance and punctuality |  |

**Evaluation of Candidate’s Leadership Qualities**

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| --- | --- | --- | --- |
| Leadership qualities |  | Ability to enthuse and motivate staff |  |
| Communication with other staff |  | Relationships with staff |  |
| Ability to manage change |  | Ability to explain and implement new ideas |  |
| Ability to devise and implement own strategies to bring about change |  | Ability to analyse and evaluate quality of teaching |  |
| Ability to analyse data and use it effectively to support improvement |  | Ability to challenge underperformance |  |

**Evaluation of Candidate as a Classroom Teacher**

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| Ability to teach subject effectively |  | Use of classroom teaching time |  |
| Level of examination results |  | Efficiency and organisational abilities |  |
| Enthusiasm as a teacher |  | Relationships with pupils |  |
| Quality and presentation of teaching materials |  | Up to date with educational initiatives |  |
| Behaviour management |  | Involvement in extra curricular activities |  |

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| Please comment on the effectiveness of the applicant’s interactions with:1. Adults
2. Children and young people
 |
| Are you completely satisfied that the applicant is suitable to work with children?Yes No |
| If no, please provide specific details of your concerns and the reasons for your doubts: |
| To the best of your knowledge, has the applicant ever had an allegation made against them, or been under investigation, in regard to his/her behaviour towards children?Yes No |
| If Yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so, what that was. |
| Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?Yes No  |
| If Yes, please give details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force: |
| Has the applicant been the subject of any disciplinary action relating to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired?Yes No  |
| If Yes, please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions that were imposed. |
| Are you satisfied, to the best of your knowledge, that the candidate is not involved in “extremism” being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs?  Extremism also includes calls for the death of members of our armed forces, whether in this country or overseasYes No |
| If you were looking to fill a similar post would you: *(please ring appropriate number)*1. Go out of your way to seek to appoint or retain this candidate
2. Be happy to appoint or retain this candidate
3. Be prepared to appoint or retain this candidate if there were no better candidates available

1 Definitely not appoint or retain this candidate |
| Printed Name:  |
| Signature:  |
| Date:  |
| Position:  |
| Organisation: |

**FOR HERNE BAY HIGH SCHOOL USE ONLY**

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| Date reference received and checked:  |  |
| Date reference forwarded to relevant party: |  |
| Print Name: |  |
| Signature: |  |
| Job Title: |  |

|  |  |
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| Date relevant party reviewed reference: |  |
| Print Name: |  |
| Signature: |  |
| Job Title: |  |