[Address]

[Date]

Email: [Email Address]

Dear [Recipient]

Private and Confidential

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Present School** |  |
| **Present Post** |  |

The above individual has recently made an application for the post of **Headteacher** at [school] and has given your name as a referee. Please find enclosed a copy of the job description/person specification. I would be grateful if you could provide the information requested in the attached proforma. Candidates are to be interviewed on [date] and it would be much appreciated if I could have your reply as soon as possible. It would also be appreciated if you could post an original signed copy to the address below. [A stamped addressed envelope is enclosed for your convenience]

[I have included a copy of the declaration we have received from NAME OF APPLICANT confirming their consent for you to provide a reference].

Thank you in advance for your co-operation.

Yours sincerely,

[Headship Admin Name]

Headship Administrator

for and on behalf of the Governing Body

Enc:

Reference proforma

Job Description

Strictly Private & Confidential

Reference Request Form

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Post Applied For** |  |
| **School** |  |
| **Name of Referee** |  |
| **Job Title of Referee** |  |

Consent

I confirm that [employer name] has the explicit consent of the applicant to request the information detailed in this reference. Please refer to a copy of the signed consent included with the reference request.

Please respond to all questions indicating **none** or **not applicable** or not relevant where appropriate.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Your relationship to the applicant (e.g., employer, line manager etc).** | | | | | | |
|  | | | | | | |
| **2** | **In what capacity is/was the applicant employed? Please enclose a job description if possible.** | | | | | | |
|  | | | | | | |
| **3** | **What is the applicant’s current pay (or pay at the time they left employment with you)?** | | | | | | |
|  | | | | | | |
| **4** | **If the applicant has left your employment, please provide the reason.** | | | | | | |
|  | | | | | | |
| **5** | **This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a school setting where they will come into contact with children. Do you have any concerns?** | | | | | | |
|  | | Yes (Please enclose details separately under confidential cover) | |  | | No |
| **6** | **Was there any formal disciplinary action pending or any current formal disciplinary sanctions against the applicant when they left your employment?** | | | | | | |
|  | Yes (Please enclose details separately under confidential cover) | |  | | No | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7** | **Are there any formal disciplinary procedures, allegations or concerns that the applicant has been subject to involving issues related to the safety and welfare of children or young people, including anywhere the formal disciplinary sanction may have expired? Please provide details of the allegations investigated, the conclusion and how the matter was resolved.** | | | | | | |
|  | Yes (Please enclose details separately under confidential cover. Informal action or cases in which an allegation was proven to be unsubstantiated, unfounded, or malicious should not be included.) | |  | | No | |
| **8** | **Has the applicant been subject to any formal capability proceedings in the last two years?** | | | | | | |
|  | | Yes (Please enclose details separately under confidential cover) | |  | | No |
| **9** | **Would you re-employ the applicant in the same job as they currently hold or held?** | | | | | | |
|  | | Yes | |  | | No (Please enclose details separately under confidential cover) |
| **10** | **Would you be prepared to appoint the applicant to the equivalent post in your school?** | | | | | | |
|  | | Yes | |  | | No (Please enclose details separately under confidential cover) |
| **11** | **Between what dates was the applicant employed by you?** | | | | | | |
|  | | | | | | |

Assessment of applicant from your experience in their work.

Please mark the relevant box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **Outstanding** | **Good** | **Satisfactory** | **Poor** | **Not Known/**  **applicable/**  **relevant** |
| Models entrepreneurial and innovative approaches to school improvement, leadership, and governance. |  |  |  |  |  |
| Leads by example, with integrity, creativity, resilience, and clarity and communicates compellingly the school’s vision. |  |  |  |  |  |
| Sustains wide, current knowledge and understanding of education and school systems both locally, nationally, and globally. |  |  |  |  |  |
| Secures excellent teaching through knowledge of how pupils learn and of the core features of successful classroom practice and curriculum design. |  |  |  |  |  |
| Demands ambitious standards for all pupils, overcoming disadvantages and promoting equality whilst instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes. |  |  |  |  |  |
| Provides a safe, calm, and well-ordered environment for pupils and staff, focused on safeguarding and behaviour. |  |  |  |  |  |
| Ensures the school’s systems, organisation and processes are well considered, efficient and fit for purpose. |  |  |  |  |  |
| Creates an ethos where within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. |  |  |  |  |  |
| Demonstrates positive relationships and attitudes towards pupils and staff, parents/carers and governors and members of the local community. |  |  |  |  |  |
| Establishes rigorous, fair, and transparent measures for managing the performance of all staff. |  |  |  |  |  |
| Exercises strategic, curriculum-led financial planning to ensure the equitable deployment of resources and budgets. |  |  |  |  |  |
| Welcomes strong governance and actively supports the Governing Board to understand its role and deliver its functions effectively. |  |  |  |  |  |
| Inspires and influences others to believe in the fundamental importance of education in young people’s lives and to promote the value of education. |  |  |  |  |  |

It would be helpful if you would enclose a further statement giving your opinion of the applicant’s suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel (not including information about allegations which are unsubstantiated, unfounded, or false, or malicious).

I understand that:

* I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and that nothing significant is omitted.
* The content of the reference may be discussed with the applicant.
* The applicant may request and be granted access to the reference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |
| **Name** |  | **Position** |  |
| **Official Stamp (or please attach a compliment slip)** | | | |
|  | | | |

If you are emailing your reply, it would be appreciated if you would also post an original signed copy to the address below.