

CONFIDENTIAL



CANDIDATE: _____

Teacher of: _____

Please confirm the following details:

| | |
|---|------------|
| The applicant's period of employment with you: | |
| From: | To: |
| 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? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| If no please provide details of any areas needing improvement and any remedial action taken: | |
| Please see the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary) | |
| Please comment on the effectiveness of the applicant's interactions with: | |
| a) Other adults | |
| b) Children and young people | |

Please tick the following as appropriate: **4** Outstanding, **3** Good, **2** Average, **1** Weak, **0** Unable to comment

| | 4 | 3 | 2 | 1 | 0 |
|---|----------|----------|----------|----------|----------|
| Teaching Skills | | | | | |
| Understanding of curriculum developments in their subject | | | | | |
| High expectations of students in terms of their progress | | | | | |
| Actively enthusiastic to improve teaching and learning | | | | | |
| Relationships with students | | | | | |
| Can generate fresh ideas | | | | | |
| Thinks through problems/issues | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| Inspires confidence | | | | | |
| Interacts effectively with colleagues to achieve goals | | | | | |
| Communication skills (verbal and written) | | | | | |
| Has the respect of colleagues | | | | | |
| Self-organisation | | | | | |
| A team player | | | | | |
| Judgement in decision making | | | | | |
| Liaison with stakeholders (including parents) | | | | | |
| Capacity for sustained hard work | | | | | |
| Administration | | | | | |
| PERSONAL | | | | | |
| Highly motivated | | | | | |
| Potential to progress to middle management | | | | | |
| ICT skills | | | | | |
| Calmness under pressure | | | | | |
| Commitment to on-going personal development | | | | | |
| Participation in a range of school events | | | | | |
| Sense of humour | | | | | |
| Acceptance of positive criticism | | | | | |

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, which was founded, 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 full details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force:

Would you re-employ this applicant? Please tick:
YES **NO**

Name (please print):

Signature: Date:

Position:

Organisation: