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| **HEADTEACHER REFERENCE REQUEST** | Personnel Assistant |
|  | Roulla Koullas |
| **To the trainee:**  Please write your name, course and address in the space provided below and hand to your College Tutor. | 0208 132 1829 |
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| [teaching@enfield.gov.uk](mailto:teaching@enfield.gov.uk) |
|  | Schools’ Personnel Service |

Dear Headteacher,

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| Student Name: |  |
| Course: |  |
| Student Address: |  |
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The above named student has applied to the London Borough of Enfield Newly Qualified Teaching (NQT) Pool and has given your name as a referee. Please could you attach a copy of their latest college report and comment on the following areas:

1. Quality of their college work.
2. Interpersonal skills (with reference to staff and pupils).
3. Potential as a teacher.
4. Punctuality and absence record.

***Please return to: -***

Recruitment Strategy Manager Schools Personnel Services PO BOX 56, Civic Centre, Silver Street, Enfield,

Middlesex, EN1 3XQ or email to:

[**teaching@enfield.gov.uk**](mailto:teaching@enfield.gov.uk)

Thank you for your co-operation. Kind regards,

**Roulla Koullas**

**Personnel Assistant**



**REFERENCE QUESTIONNAIRE**

*IMPORTANT - please complete this form as fully as possible. Please state “not applicable” where necessary. Please note that the school holds the referee responsible for ensuring this reference is accurate and does not contain any material misstatement or omission. Please be aware that the FACTUAL CONTENT of this reference may be discussed with the applicant.*

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| **1. GENERAL INFORMATION** |
| Name of applicant  Post applied for Newly Qualified Teaching (NQT) Pool  **Please complete either points a) to d) or e) to f) according to your relationship with the applicant.**  a) Dates of employment with your organization: |
| b) Capacity in which employed (including volunteer or trainee in your organization) |
| c) Main duties |
| 1. Are/were these duties carried out satisfactorily? **YES**  **NO**    **OR**   1. How long has the applicant been known to you? 2. In what capacity? |
| **2. ASSESSMENT OF PERFORMANCE**  **Please comment on the areas below with reference to the Job Description and Person Specification. Please be evaluative in your comments*.*** |

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| **If not known to you as an employee/volunteer/trainee, please just respond to e) on the following page**  a) Quality of work |

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| b) Relationships with colleagues, pupils and parents |
| c) Strengths |
| d) Areas for development |
| e) Do/did you find him/her Honest ? **YES** **NO** Punctual? **YES** **NO** Reliable? **YES** **NO**  |

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| **3. OTHER INFORMATION** |
| **For all applicants - please complete a, b, d and e below; for teaching staff only - please also complete c below. However, if applicant is not known to you as an employee/volunteer/trainee, please respond only to f) below.**  a) Are/were there any disciplinary/capability warnings recorded in respect of the applicant which are current/were current at time of leaving? **YES**  **NO**  |
| **If YES,** please state the reasons for the warning(s) and when they were given |
| 1. Is/was any disciplinary/capability action against the applicant pending or unresolved (including whether or not the applicant is currently the subject of a disciplinary/capability investigation)? **YES**  **NO**    **If YES**, please give details   1. Where this request relates specifically to a **member of the teaching staff,** please provide additional written information (if any) about any capability concerns, the duration of any capability proceedings (in relation to procedures established in accordance with regulation 8 of the School Staffing (England) Regulations 2009) that have taken place within the last two years and an explanation of the outcome. *(NB. Maintained schools are required to provide this information under the School Staffing Regulations, as amended. Academies are required to provide it where it is incorporated within their Funding Agreements).* 2. Please give details, including dates, of any expired warnings against the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.    1. Details of proven allegation(s):    2. Date(s) of warning(s): |
| e) If no longer in your employment, please state reason(s) for leaving |
| f) Are you aware of any convictions recorded against him/her? **YES**  **NO**   **If YES**, please give details |

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| **4. RECOMMENDATION** |
| a) If you had a vacancy, would you employ/re-employ him/her? **YES**   **NO**  |
| 1. Do you recommend him/her for this post:    1. Unreservedly     2. With reservations (please state below)     3. Do not recommend  |
| **5. COMPLETED BY** |
| **I confirm that I am authorized to provide this reference on behalf of this organization/I am a personal referee\***  NAME: POSITION:  ***(IN CAPS) (IN CAPS)***  SIGNATURE:  RELATIONSHIP TO APPLICANT: DATE:  **Contact name and phone no. for any enquiries about this reference:**  Name: Tel: |
| Please Certify This Reference  With Your School/Organization Stamp  **Thank You For Your Co-Operation**  \* Delete as appropriate |