



**Northern Houses School Academy Trust
Reference Proforma**

Name of Employee	
Candidate Address	
Position previously held	
What is his/her current salary (or salary when leaving your post)?	
Dates of employment	

<p>Roles and Responsibilities held (summary):</p>
<p>Details of any non-expired disciplinary warnings relating to this individual, with dates, the nature of any misconduct, and the outcome of the process.</p>
<p>Details of any disciplinary offences related to children? Includes those where the penalty time has expired and includes details of the outcome of any disciplinary procedures.</p>
<p>Awareness of any criminal convictions:</p>
<p>Are they suitable to work with Children?</p>
<p>I confirm that all the information supplied is a true and correct record of the above named individual's performance with our organisation.</p> <p>Name: _____ Position: _____</p> <p>Date: _____</p>



Reference In Confidence

This reference is given to the addressee in confidence and only for the purposes for which it was requested. It is given in good faith, but neither the writer nor Northern House School Academy Trust accepts any responsibility or liability for any loss or damage caused to the addressee or any third party as a result of any reliance being placed on it.

In relation to

Using your professional judgement and past observations, can you score the candidate on the basis of “unsatisfactory (U), satisfactory (S), good (G) or outstanding (O)” on the following skills/competences:

	U	S	G	O
Ability to manage others (if applicable)				
Attitude				
Avoids problem escalation (where appropriate)				
Communication Skills				
Conduct				
Desire to learn from others				
Desire to undertake continuous professional development				
Desire to work with colleagues & to share ideas & knowledge				
Exercising responsibility				
Flexible				
Initiative				
Lesson observations				
Professional competence				
Professional Knowledge				
Punctual				
Relationships with children (if relevant)				
Reliability				
Resilience to pressure				
Trustworthy				
Working in a team				

Any other comments:

Would you re-employ the individual? Yes No

If no, reasons:

I confirm that all the information supplied is a true and correct record of the above named individual's performance with our organisation.

Name:

Position:

Date: