

RECRUITMENT OF TEACHERS TO POSTS IN DENOMINATIONAL SCHOOLS

INTRODUCTION

"A teacher appointed to any post on the staff of any such school by the education authority shall be required to be approved as regards religious belief and character by representatives of the church or denominational body in whose interest the school has been conducted". [Education (Scotland) Act 1918; Education (Scotland) Act 1980 Section 21(2); Self Governing Schools etc. (Scotland) Act 1989 Sch.10].

To enable Dundee City Council to fulfil its statutory responsibilities, appointments to teaching posts in Roman Catholic schools will only be made where candidates have secured the approval of the Roman Catholic Church as to their "religious belief and character".

The process of seeking and securing approval is determined solely by the Roman Catholic Church. The Council will provide information to assist candidates to access the approval process but otherwise has no role in the process itself.

The approval process including the requisite forms is set out on the website of the Scottish Catholic Education Service (SCES) at www.sces.uk.com .

In summary it is:

- Teachers must make application for approval, in respect of each and any post applied for, to the Bishop of the Diocese of Dunkeld through a designated local Diocesan contact.
- Teachers must provide a personal statement as to their religious belief and character, having regard to the "distinctive features of a Catholic school" as outlined in *A Charter for Catholic Schools in Scotland*.
- Teachers must provide the name of a suitable referee who can testify as to their religious belief and character. In the case of teachers who are Catholic the name submitted as a referee should be that of their parish priest.
- Teachers must send the appropriate form to their designated referee seeking that a statement on the applicant's religious belief and character is provided to the Diocesan contact.
- Teachers will receive a decision in writing. Where the decision is not to grant approval then reasons will be given and information on the right of appeal will be provided.

PROCEDURE

Permanent/Temporary Posts

Upon application, for all teaching posts within Dundee City Council's Roman Catholic Schools, candidates will be asked to obtain approval prior to interview. Candidates must obtain approval for each post applied for.

Supply

Human Resources (Staffing) will determine if the placement in an RC School is likely to be longer than 8 weeks, e.g. Maternity Leave. If the placement is likely to be longer than 8

weeks then a supply teacher will require to obtain RC approval in order to be deployed to the school and a temporary contract will be issued.

If the length of placement is unknown, a supply teacher will be deployed to school as directed by the needs of the service. In these circumstances, RC approval is not required. Where this situation exceeds 8 weeks in an RC School, the supply teacher will be required to obtain approval. Once RC approval has been obtained, a temporary contract will then be issued. If the supply teacher cannot obtain approval, the supply teacher cannot be issued with a temporary contract and their placement will be terminated.

Applicants for Supply Teaching posts will be advised that they cannot be offered a temporary contract in a Roman Catholic school unless they have obtained Church approval.

The Supply Teacher will be kept informed of their employment status.

Newly Qualified Teachers

Legislation states that approval is required for all teachers appointed to posts in denominational schools. Newly qualified teachers participating in the Probation Induction Scheme do not undertake a recruitment and selection process for appointment but are instead allocated a placement in a school. Nevertheless their contracted employment with the Council to occupy a post for a school session implies an obligation under the legislation to be approved by the Roman Catholic Church for placement in a Roman Catholic school. Therefore, where placement of a newly qualified teacher in a Catholic school is being considered, the teacher will be required to seek and be granted approval for such placement to be effected. The Council will be guided in its placement considerations by any information provided on newly qualified teachers as being of the Roman Catholic faith.

DOCUMENTATION

The procedure for recruitment of teachers in Roman Catholic schools is an addition to the Corporate Recruitment & Selection Procedure.

The school shall continue to process the vacancy to the Human Resources (Staffing) section as previously agreed.

Job Description

Roman Catholic Church approval will not be added to the job description.

Person Specification

The person specification should state "Roman Catholic Church approval ". This should be placed in the Essential section under "Any additional job related requirements".

Advert

The advert content for posts in Roman Catholic schools will contain an electronic link to the Scottish Catholic Education Service website. www.sces.uk.com/pages/Approval.html

The Corporate internet site will contain all the necessary information for applicants.

Confirmation of Appointments

No offer of appointment will be made until all of the following have been received:-

- 2 Satisfactory references
- Satisfactory response from Disclosure Scotland
- Satisfactory result from Medical Questionnaire
- RC Church approval

Individuals will be advised that they are the preferred candidate and are moving to the next stage of the recruitment procedure.

Interviewees will be advised that they need to prove they have obtained RC Church approval at the time of interview or prove that they have applied for approval. Guidance document to be issued with letter.

Guidance for Applicant

Summary of action required by teachers applying for posts in Catholic Schools

There are two forms to complete - Form A and Form B (attached as Appendix 2 and Appendix 3 respectively).

When applying for a post within a Catholic School, you should complete **Form A** and forward it promptly to the Diocese. (For Dundee City Council contact Rt Rev Mgr McCaffrey, Saints Peter and Paul, 29 Byron Street, Dundee, DD3 6QN, Tel 01382 225453, e-mail, ken.mccaffrey@btopenworld.com).

Form A - page 1

Published by Scottish Catholic Education Service on behalf of
Bishops' Conference of Scotland
Approval of Teachers in Catholic Schools
Teacher's Statement

To complete this form electronically, click on the shaded section in each box and type your information. You can save the form so that you can update it for use on a future occasion.

Information on Applicant	
Name:	GTC Reg. No:
Address:	
Telephone:	Email address:
RE Certificate awarded by: (If appropriate)	Date:
Current school & town:	
Current post:	Subject/stage: (If appropriate)

Information on Teaching Post	
School applied for:	
Post applied for:	Subject/stage:
Education Authority:	
Diocese:	
Closing Date:	

References	
<p>You should provide the name of a suitable referee who can testify to your personal "religious belief and character". N.B. If you are Catholic, you should provide the name of your parish priest who should be able to testify to your personal "religious belief and character".</p>	
<p>First Referee's details (You should complete the relevant sections of Form B and send it or take it to your first referee. You should also provide your referee with a copy of <i>A Charter for Catholic Schools in Scotland</i>.)</p>	
Name:	Position:
Address:	
Phone:	Fax:
Email:	
<p>Second Referee's details (will be contacted by Diocese only if your first referee is unavailable to provide a reference.)</p>	
Name:	Position:
Address:	
Phone:	Fax:
Email:	

Please complete this form and send it immediately to the named Diocesan contact.

Supporting statement

You must provide statements to demonstrate how your personal "religious belief and character" will enable you to undertake the duties associated with the particular post in the Catholic school for which you have applied. As well as referring to any particular duties, you are advised to consider the distinctive features of a Catholic school, as outlined in *A Charter for Catholic Schools in Scotland*.

Religious belief

Empty text area for writing the supporting statement regarding religious belief.

Character

Empty text area for writing the supporting statement regarding character.

signed: _____

date: _____

Form B

Published by Scottish Catholic Education Service on behalf of
Bishops' Conference of Scotland
Approval of Teachers in Catholic Schools
Referee's Statement

The person named below has applied for approval to teach in a Catholic school and has offered your name as someone who can testify as to his/her personal "religious belief and character". Please provide below statements which describe the applicant's personal "religious belief" and "character". *Thank you.*

<small>This section to be completed by the teacher</small>	
Name:	
Address:	
School applied for:	
Post applied for:	
Education Authority:	
Closing date:	
Diocesan contact: (name & address)	

<small>This section to be completed by the referee</small>	
Referee Name:	
Telephones:	
I have known the applicant for _____ years in my capacity as: _____	

Religious belief

Character

signed: _____ date: _____

Please complete this form and send it immediately to the named Diocesan contact.