**Archdiocese of St Andrews and Edinburgh**

**APPROVAL POLICY**

Under the Education Act 1980, Approval is required for **all** teaching staff in denominational schools in Scotland.

In the Archdiocese of St Andrew’s and Edinburgh Approval to teach in a Catholic School is granted by Archbishop Leo Cushley.

**Approval is granted for a specific post. Each change of post requires a fresh application.** There are 3 types of approval -

* Full approval for a permanent post.
* Approval with exceptions e.g. candidate cannot teach religious education.
* Approval for a temporary post which can be full or have exceptions and is for the specific duration of the post.

**The Process – Local Authorities**

* **At the point of advertising a post** in a Catholic School the local authority has the responsibility to indicate the requirement for approval in the Job Advert/ recruitment pack plus the requirement for a Catholic RE Certificate when appropriate.
* At the time of appointment, the Local Authority will require the letter of approval and the Catholic RE certificate (if required).

**The process – Teacher**

**At the point of applying for a post** in a Catholic school the teacher is responsible for seeking approval from the Archbishop.

* The candidate must complete an Application for Approval in which she/he
should provide evidence which illustrates the suitability of their Religious belief and character for the particular post with its associated duties. Ideally the candidate should refer to the Charter for Catholic Schools.
* A suitable referee must provide a reference in relation to the applicant’s personal “religious belief and character”In the case of a Catholic candidate this must be from their Parish priest.

**The Process – The Archdiocese**

On receipt of **both** **application** and **reference** the application will be processed.

The Archbishop will either:

* send a letter of approval detailing the specific post and school.
* send a letter giving reasons why the application was unsuccessful.

If approval is unsuccessful, the applicant can submit an appeal.

**Posts requiring a Catholic RE Certificate (or commitment to undertake the Catholic Education Certificate)**

* **Primary teaching posts** (exception may be made where arrangements are in place for RE to be taught by another qualified member of staff).
* **Secondary RE teaching posts.**
* **HT posts - Primary and Secondary.**
* **DHT posts - Primary and Secondary.**
* **PT posts where there is responsibility for overseeing/managing the teaching of RE.**
* **Head teachers and those deputising as HT must be Catholic.**

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