**Guidance on Church Approval for Probationary Teachers**

**The Archdiocese of St. Andrews & Edinburgh**

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Guidance for Probationary Teachers Seeking Approval

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| Teachers and probationary teachers appointed to a post in any denominational school within the Archdiocese of St. Andrews & Edinburgh must be approved by the Bishop of the Diocese in order to be appointed. To enable Councils to fulfil their statutory responsibilities, the Catholic Church requires to be assured that the personal "religious belief and character" of a teacher is appropriate to the duties associated with the teaching post for which they have applied.  When seeking approval, a teacher must demonstrate how their personal “religious belief and character” enables them to undertake the duties of the particular teaching post within the context of a Catholic school, with its particular mission, values, and ethos, as outlined in *A Charter for Catholic Schools in Scotland*. **Step 1** At the time when you apply for a post in a Catholic school in the Archdiocese, you should complete Form A and forward it promptly to Kay Leslie – [kay.leslie@staned.org.uk](mailto:Kay.leslie@staned.org.uk)  NB. Please ensure that, if posting your application, you use the correct postage rate, as your application may not be delivered if the correct postage rate has not been paid. **Step 2** If you are applying for a post as a Probationer teacher, you should indicate this in the space provided for details of the school and post. **Step 3** You must provide a statement 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 these duties, you are advised to consider the distinctive features of a Catholic school as outlined in A Charter for Catholic Schools in Scotland. Consider the characteristics listed in the Charter and describe how you would apply and uphold those characteristics as a member of staff in a Catholic school.  You can find the Charter for Catholic Schools at:  [Scottish Catholic Education Service | SCES | Charter for Catholic Schools](https://sces.org.uk/charter-for-catholic-schools/) |
| **Step 4**  You must include a photocopy of your Catholic Teacher’s Certificate (if applicable).  For Catholic teachers, whose teaching posts will involve them in teaching Religious Education, teachers will be expected to provide evidence of having obtained an appropriate teaching qualification in Catholic Religious Education\* and that they meet the requirements of the instrument for approval. \**The Catholic Teachers Certificate* or *The ATQRE* **Step 5** You must provide the name of a suitable professional person who can testify to your personal “religious belief and character”. (A second name is only necessary if the first referee fails to provide a reference.) **Step 6** You should also complete the relevant section of Form B, taking care to provide the contact details of Kay Leslie. You should take Form B promptly to your referee, asking them to return the completed Form B directly to the Diocese.   * The reference for a Catholic probationary teacher must be provided by your present parish priest who should be able to testify to your personal “religious belief and character”. * The reference for a probationary teacher who is not Catholic can be completed by a person who knows you and can write about your religious belief and character. This can be a leader in your faith community, a teacher in a promoted post, or a person holding a professional position.  **Step 7** The Bishop will consider the statements in both Forms to determine if he can give approval to your appointment in this post. His main concern will be to ensure that your personal “religious belief and character” are suitable for the particular post for which you are applying. **Step 8** If the Bishop judges that he cannot approve your appointment, he will communicate his reasons to you in writing. He will also inform you of your right to appeal this decision.  All the approval forms can be downloaded from the website of the Scottish Catholic Education Service: [Scottish Catholic Education Service | SCES | Church Approval](https://sces.org.uk/church-approval/)  **Please ensure you apply for Church approval before the end of June**  Contact Kay Leslie if you have any further enquiries about approval:  [kay.leslie@staned.org.uk](mailto:kay.leslie@staned.org.uk)  T: 0131 623 8903 |

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