

EAST RENFREWSHIRE COUNCIL: DEPARTMENT OF EDUCATION

Council Offices
211 Main Street
Barrhead
East Renfrewshire
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TO HEADS OF ALL EDUCATIONAL ESTABLISHMENTS

Dear Colleague

PROCESS FOR THE APPOINTMENT OF TEACHERS TO POSTS IN DENOMINATIONAL SCHOOLS

This circular gives general information and guidance about the recruitment of teachers to denominational schools.

Appointment of Teachers

1. East Renfrewshire Council has adopted a policy on the recruitment of teachers to denominational schools which requires that the recruitment processes are the same for posts in denominational and non-denominational schools up to the point where the preferred candidate is identified.
2. In East Renfrewshire, the only denominational schools are those run in the interests of the Roman Catholic Church. Therefore, for posts in denominational schools, after the preferred candidate has been identified, the council will seek evidence from the candidate that she/he has Roman Catholic Church approval.

Advertisements

3. Advertisements for teaching posts (main grade and promoted posts) in RC schools will indicate the requirement for evidence of Roman Catholic Church approval.

Documentation Issued to Applicants

4. All documentation issued to applicants will specify the requirement for Roman Catholic Church approval for posts in RC schools, and will indicate that:
 - evidence of this will only be sought from the preferred candidate identified after the selection process is complete
 - this evidence must be provided within one week from the date of the interview
 - applicants are encouraged to seek early approval even though evidence of this will not be required until the interview has been conducted. This is so that, should there be any difficulty in acquiring approval, the applicant has sufficient time to try to resolve the matter
 - information on approval can be sought through the Scottish Catholic Education Service and contact details will be provided

Eligibility to Apply

5. All teachers are eligible to apply for posts in all schools providing they meet the professional requirements.

Shortleeting and Selection Process

6. Panels must adhere rigorously to the procedures outlined in LNCT 19. No account may be taken of any information on an applicant which any member of the panel may be privy to from a source other than the application form and references/reports provided.
7. The process for appointments to all teaching posts in denominational schools will reflect the provisions of the Education (Scotland) Act 1980. It will be made clear at each stage in the process from initial advertisement onwards that the successful applicant will have required to obtain the approval of the Roman Catholic Church prior to appointment. This is so that all applicants are quite clear about what will be required and can seek such approval at an early stage should they so wish.
8. The authority's standard procedures for recruitment and selection of teachers will be followed without reference to the question of approval.
9. Once the preferred candidate is identified they will be offered the post subject to evidence of the following:
 - a. Qualifications
 - b. Current GTCS Registration
 - c. PVG Scheme membership Roman Catholic Church approval.

If a successful candidate cannot demonstrate Roman Catholic Church approval then they will not be appointed. If another candidate (or candidates) has been identified as suitable for appointment, that person may be offered the post, also subject to the same conditions

Mhairi Shaw
Director of Education

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