



## STAFF FACT SHEET

### What is acceptability for the position being applied for?

#### Acceptability

The Board of Trustees of a primary school is legally bound to appoint a candidate only from the list of applicants acceptable to the Proprietor. When appointing a candidate, the Board of Trustees will also consider the information on this form. In a secondary school, acceptability is determined by the Board of Trustees, or its appointments committee.

#### Assessing acceptability

When assessing the acceptability of a teacher who is being considered for an S464 appointment with responsibility for religious instruction in a Catholic school, the following qualities are sought:

#### Response to a call

Teachers with a responsibility for religious instruction respond to a call to share in the work of the Church. They should be willing to give their time and talent, not only to students, but to their own continued growth and understanding in their faith.

#### Witness to the Gospel

Such teachers need to be committed to Jesus Christ and to have an aptitude and ability to communicate the Gospel message. They are people of prayer and reflection, who witness to a life of faith.

#### Commitment to the Church

They represent the Church and so they need to be in communion with the Church and the Bishop of their diocese. They test and validate their faith understanding and insights in the light of the gospel message as presented by the teaching authority of the Church.

#### Involvement in the community

They are called to foster the concept of Christian community that people can experience in practice. A Christian community is nurtured especially through sharing in the Eucharist. Teachers holding tagged positions normally experience unity with the Catholic Church through frequent participation in the celebration of the Eucharist within the Catholic community. They also seek to cooperate with other parish leaders in making the parish itself a focal point of community in the Church.

### **Servant of the community**

They are committed to serving the Christian community, particularly in their parish and in the community at large. Such service means not only responding to people's needs when asked to do so, but also taking the initiative in seeking to identify the needs of individuals and groups in the community, and then encouraging students to do the same.

### **Knowledge, skills and abilities**

They seek to acquire the knowledge, skills and abilities to communicate the gospel message effectively. They are required to have a solid grasp of Catholic doctrine and worship, familiarity with Scripture, to have good teaching skills and a general appreciation of the curriculum requirements appropriate to the position. They also demonstrate an appreciation of the most suitable ways of communicating the teaching of Jesus Christ to others at their level of understanding and according to their life situations and their social and religious backgrounds.

### **Suitability for the position**

They show a level of commitment and knowledge appropriate to the position.

### **Referees**

S464 referees may be asked to attest to the qualities and/or qualifications recorded in this form. At least one such referee must be your parish priest (or parish pastoral leader) or a priest recently known to you who can judge whether you fit the criteria for a teacher in a tagged position. It is prudent to obtain agreement from your referees before nominating them.

## **General comments on acceptability**

The applicant must be judged "acceptable" for the level of responsibility inherent in the position. There is a consensus among those delegated by New Zealand's Bishops to determine who is acceptable or not, that a broad spectrum of acceptability is appropriate, depending on specific cases. The applicant's likely development in religious understanding and commitment is also to be considered. This may be particularly relevant in the case of a young teacher, or in the case of an applicant moving into the Catholic school system.

Different levels of ability to "take part in religious instruction" are to be expected from teachers and those in positions of leadership, such as Directors of Religious Studies and Principals. Diocesan offices can give guidance on this.

It is possible to deem an applicant acceptable subject to certain conditions (which are then to be included in the person's job description and performance appraisal). Such a condition is normally a contractual requirement to meet the appropriate Certification level for the position. In such a case the Board would endeavour to ensure it is possible for the applicant to achieve the qualification and may agree to provide assistance with the costs of the course.

## **What is a S464 (tagged) position?**

Applicants for this position must be able to assist in planning and organising courses and programmes to ensure that they reflect the special character of the School.

### **Completing the S464 form**

The information contained in this form may be the only written information available to the Proprietor of the school for its statutory role of determining the acceptability of the applicant. Therefore, it is important that all sections of the form are completed.

**NZCEO  
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