



Te Kura Tuarua o Hone Paora Tuarua Ki Māwhera
John Paul II High School

S467 Form

Special Character Position Form (“S” FORMS)

What is an S467 Form?

As per the New Zealand Catholic Education Office (NZCEO) website:

“Applicants for special character positions are required to fill in a form which is to accompany their application form. The special character position form asks the applicant to specify qualifications and experience related to Catholic Special Character and to nominate three character referees who may be consulted by the Proprietor’s Agent.

The forms have been approved by Proprietors for use when a special character tagged position is being filled. It is essential that teachers fill in the form when applying for tagged positions in Catholic primary schools. The Diocesan Catholic Education Office needs this information to determine the teacher’s acceptability. Secondary school boards also use the form so that they can decide which applicants fulfil the requirements of the special character tag.”

What is an S467 (tagged) position?

An S467 (tagged) position is one for which “a willingness and ability to take part in religious instruction appropriate to [the] school shall be a condition of appointment.” This was formerly known as an S65/S464 position. The Proprietor of the school has a responsibility to ensure that the school’s Special Catholic Character is maintained, and S467 positions are an integral element in this. The Catholic Church describes these positions as a ministry within the Church. A ministry is an office in the Church to which a person is called by the Church community to serve that community – in this case, the ministry of religious instruction. Therefore, such a person needs to be baptised and be part of the Catholic faith community.

“Religious instruction” is rather more than Religious Education teaching. It implies the ability to support the Catholic religious life of the school by many specific actions, and by providing a personal example of what it means to be a Catholic. It does not necessarily mean teaching Religious Education. For secondary school positions, acceptability is established by the appointments committee of the school. Once acceptability has been established, the Board of Trustees considers the information on this form, together with the application, in order to assess an applicant’s suitability for the position.

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.

S464 Form - Important Information

It is important to fill in this form as clearly and thoroughly as possible, even if that means repeating material included elsewhere in your application, because this form and the information it contains is used to determine acceptability. In the case of a primary school appointment, this form is the only information the Proprietor has by which to determine acceptability.

- **Section D: Qualifications in Religious Education:** Please include your certification details (if relevant – see box below), and any degrees or diplomas in Religious Education, or related subjects; the institution that granted these, and the year of graduation. Include qualifications in Catechetical Studies, Theology, Christian Family Life Education, any relevant pre-service and in-service courses you are currently undertaking or have completed. Even if the position does not include teaching Religious Education you may have details to record.

- **Section F: Other Qualifications and Experience:**

These are: Certification in Catholic school

Certification (formerly accreditation) is the means by which teachers are recognised for their professional preparation in taking faith-leadership roles in the Catholic school. Diocesan Catholic education offices can explain the course work and levels of certification available to teachers.

You may include any in-service courses relating to Religious Education and/or courses for personal development, such as scripture studies, which were not covered in Section D. You may also include your involvement in parish or Church groups or other organisations. Please add any other qualifications, training or experience you consider relevant to Catholic Character.

S467 – Special Character Position Form

Schedule 6, Clause 47, Education and Training Act 2020

(Previously – Education Act 1989, Section 464)

A. Position Being Applied For

Position:

CI 47 (a): Principal

CI 47 (b): Director of Religious Studies

CI 47 (c): Other teaching position

School:

Address:

B. Personal

First Names:

Surname:

Address:

Religion:

Telephone Number Day:

Evening:

E-mail:



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C. Parish

1.0 Are you a member of a Catholic parish community?

Yes No

If yes, name and address of parish:

2.0 Are you involved in parish ministry?

Yes No

(eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy)

If yes, name of Ministry or Service:

D. Qualifications or Courses in Religious Education and/or Theology

(See Notes)

Qualification/Course Attended	Institution and Year
(Include your Certification for Teachers in Catholic Schools if applicable)	

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training?

Yes No

If yes, name and address of school(s):

E. Previous Teaching Experience Related to the Special Character of a Catholic School
(See Notes)

Position	School	Year Level	From	To

F. Other Qualifications & Experience Relevant to the Special Character of a Catholic School
(See Notes)

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.

G. Catholic Character Referees

Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See Notes)

Name		Phone: Day	
Address		Night	
Email		Mobile	
Name		Phone: Day	
Address		Night	
Email		Mobile	
Name		Phone: Day	
Address		Night	
Email		Mobile	

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education and Training Act 2020, Schedule 6, Cl 47 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed:..... Date: