

HANDBOOK

Appointment and Management of Inspectors

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Introduction

1. In conducting inspections, each diocese is exercising a pastoral function on behalf of their Bishop. Inspection is one of the ways a Bishop acts as a shepherd of his schools, protecting, supporting and encouraging them. For this reason, dioceses also have a canonical and legal responsibility to ensure that the inspection of their schools witnesses to Catholic values and is compatible with both the teachings of the Church and the law of the land. Dioceses will exercise this responsibility by appointing licensed inspectors who are able to carry out this pastoral and legal function effectively. The Catholic Schools Inspectorate, Handbook 1: Appointment of Inspectors (the Appointment Handbook) sets out the steps that must be followed in this process.

Note on terminology and personalising the appendices

2. The words listed below are used in Handbooks for the National Framework for the Inspection of Catholic Schools, Colleges and Academies with the meanings set out, unless the context requires otherwise.

School(s) means all Catholic school(s) subject to inspection under the Catholic Schools Inspectorate, and includes:

- voluntary aided schools
- academies
- independent schools
- non-maintained special schools
- sixth form colleges.

Although academies are technically state funded independent schools, the inspection regimes differ from fee-paying independent schools. For that reason, the simple terms used throughout this Handbook are ‘academies’ to denote the former and ‘independent schools’ to denote the latter.

Diocesan Schools Commissioner (sometimes referred to as the diocesan Director of Education or the diocesan Director of Schools) means the officer or officers who exercise the diocesan bishop’s education functions on his behalf.

Diocese includes any duly authorised representative or officer of the diocesan bishop who is exercising education functions on behalf of the diocesan bishop.

Governing Board refers to the body with legal responsibility for conducting the school on behalf of its trustees and includes the governing body of a Catholic voluntary aided school, the board of directors of a Catholic academy trust company, and the governors of an independent school. In appropriate circumstances, it may also include a ‘local governing body’ of a Catholic academy trust company, where that local governing body is exercising powers delegated to it by the board of directors. ‘Local governing body’ is the terminology used in this definition, but it may also be known as an academy committee or other local variants.

Governor means a member of a governing board.

Catholic Schools Inspectorate Coordinator means the person in each diocese responsible for the oversight and/or administration of inspections. This nomenclature is different in each diocese and will need to be amended to reflect local usage and the governance structures.

Pupils refers to children in early years, pupils in primary schools, and students in secondary schools and sixth form colleges.

Catholic Self-Evaluation Document (CSED) refers to whichever document(s) the school uses to record its self-evaluation of the three key inspection areas: Catholic life and mission, religious education, and collective worship. The Catholic Schools Inspectorate does not require any particular format be used for this record. However, if it is useful a template is provided for those who wish to use it.

Working days refers to any working day within school term time, excluding weekends, school holidays and bank holidays. Where term times differ within a diocese, it will be up to the diocese to specify which of the possible school holiday options they will be working with to determine the meaning of working days in that diocese.

Other terms and nomenclature in the appendices may also need to be adapted to reflect local usage and applicability (for example, whether the reference to the local ordinary should be Bishop or Archbishop).

3. In November 2019, the Bishops' Conference unanimously agreed to a National Framework for the Inspection of Catholic Schools, Colleges and Academies. This provided, inter alia, for all inspectors to be licensed, on behalf of every diocesan bishop, in accordance with a nationally agreed protocol approved by the Department of Education and Formation, to inspect in any diocese. Inspectors do not need to live or work in the diocese that is seeking to recruit them. Every applicant to be an inspector is put forward by a sponsoring diocese, who will carry out and oversee the recruitment of the inspector. This diocese may be different to the diocese in which the inspector lives or works.

The Protocol for the Licensing of Inspectors

- (a) Inspectors are recruited by dioceses across the country. Therefore, every candidate to be an inspector is put forward by a sponsoring diocese.
 - (b) The sponsoring diocese certifies that the applicant inspector:
 - fulfils the eligibility criteria;
 - is a practising Catholic, verified by self-certification, a priest's reference, and diocesan interview; and
 - is otherwise suitable to be an Inspector.
 - (c) All applicant inspectors are required to complete national training successfully.
 - (d) Upon the successful completion of the required training, and confirmation by the sponsoring diocese that the applicant has secured the required DBS check, the Catholic Schools Inspectorate (currently administered by the CES) will license the inspector on behalf of every diocesan bishop in England and Wales. The inspector's name will be added to the Register of Licensed Inspectors, and the inspector will be issued with a licence which gives permission to inspect Catholic schools under canon 806 in any diocese in England and Wales.
 - (e) The Catholic Schools Inspectorate may withdraw an inspector's licence to inspect, of its own volition or following a request from any diocese, after following the processes set out in the Quality Assurance Handbook, for any of the reasons set out therein. If the licence to inspect is withdrawn, the former
4. To ensure that the systems for inspecting under the Framework are consistent across England and Wales, it is essential that all dioceses follow the same clear procedures whenever they are seeking to recruit inspectors.
5. This first section of this handbook (Appointment Process) sets out the procedures which must be followed when appointing inspectors and the accompanying suite of recruitment documents which must be used, both when re-appointing inspectors for initial training for the framework and for the recruitment of new inspectors. Every diocese seeking to recruit inspectors to undertake inspections for the Catholic Schools Inspectorate must be recruited using these procedures.

6. Dioceses must follow the same processes to ensure consistency. In addition, if candidates who are unsuccessful in their application to be recommended for training feel that they have been unfairly treated, they have a right of appeal. Allegations of unfairness are much less likely where the recruitment process is clear, public, and involves the use of the appropriate person specification and selection criteria.
7. This process must be applied to all applicants who wish to be trained as inspectors, even those who have been successfully inspecting for a number of years. Every applicant must:
 - submit a completed Catholic Schools Inspectorate application form and supporting statement.
 - provide the name of a priest who is able to provide a reference to confirm the applicant's status as a practising Catholic .
 - provide the name of a person who can provide a professional reference.
 - be prepared to obtain an enhanced DBS check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period) and register with the Update Service.
 - make a commitment to ongoing mandatory training.
8. The second section of this handbook (Management of Inspectors) covers the policies and protocols that pertain to the ongoing deployment of inspectors.

Part one: Appointment Process

9. The following table sets out the recruitment process and the relevant documents that support each stage.

Stage	Documents	Can be Found
Stage 1: Identification of applicants		
<ul style="list-style-type: none"> Local identification of those interested in applying to be an inspector (either by advertisement or direct invitation). If necessary, advertisement placed. 	Advertisement Check: <ul style="list-style-type: none"> remuneration is correct. closing date 	Template 1
	Introductory letter	Template 2
<ul style="list-style-type: none"> Applicant pack compiled and sent to all applicants electronically. Pack should contain Appendices 2-7. Personalise introductory letter as appropriate. 	Person specification	Appendix 1
	Eligibility criteria	Appendix 2
	Job description	Appendix 3
	Definition of practising Catholic	Appendix 4
	Catholic Schools Inspectorate application form, which will be completed online	Template 3
Stage 2: Eligibility for interview checks		
<ul style="list-style-type: none"> References requested as soon as possible after receipt of application, with a deadline for return which allows checking prior to interview. 	Parish priest's reference request letter	Template 4a
	Parish priest's reference form	Template 4b
	Professional reference request letter	Template 5a
	Professional reference form	Template 5b
<ul style="list-style-type: none"> Shortlisting/eligibility check. This should be completed as soon as possible; ideally, allowing 5 working days to the interview date. 	Initial eligibility criteria grid for shortlisting	Template 6
<ul style="list-style-type: none"> Interview arrangements confirmed. Invitations to interview sent out. <p>If an applicant is ineligible to proceed to interview, it is advisable to contact the applicant personally, rather than by email, as the reasons for ineligibility may be pastorally sensitive.</p>	Letter inviting to interview.	Template 7
Stage 3: Interview		
<ul style="list-style-type: none"> Panel must comprise at least two people, one of whom has completed safer recruitment training within five years. 	Interview questions (with indicative answer prompts)	Template 8
<ul style="list-style-type: none"> Appointment agreed. 	Summary assessment grid	Template 9

Stage	Documents	Can be Found
Stage 4: Confirmation of Eligibility for Training		
<ul style="list-style-type: none"> Letter of confirmation sent to applicant, including a signature from the bishop or his authorised representative to confirm diocesan sponsorship 	Letter to successful applicants	Template 10
<ul style="list-style-type: none"> Inform the Catholic Schools Inspectorate of eligibility for training, via e-mail pro forma 	This pro-forma will be sent to the diocese by the Inspectorate upon receipt of the application	
<ul style="list-style-type: none"> Inform unsuccessful applicants Offer feedback and inform them of their right to appeal 	Letter to unsuccessful applicants	Template 11
Stage 5: Licensing		
<ul style="list-style-type: none"> On receipt of notification that an applicant has successfully completed the training, a new enhanced DBS check must be obtained for any inspector who is not already subscribed to the Update Service at the enhanced level. 	Letter outlining DBS steps for newly trained inspectors	Template 12
<ul style="list-style-type: none"> Confirmation that the applicant has registered with the Update Service must be sent to the Inspectorate using the e-mail pro forma. 	This pro-forma will be sent to the diocese by the Inspectorate upon successful completion of the training.	
<ul style="list-style-type: none"> The inspector's name and contact details are added to the Register of Licensed Inspectors and a licence will be issued by the Catholic Schools Inspectorate. 		
<ul style="list-style-type: none"> An annual check via e-mail pro forma will be carried out by the inspectorate to ensure that each Licensed Inspector has maintained their subscription to the Update Service. 	This pro-forma will be sent to the diocese by the Inspectorate upon successful completion of the training.	
Stage 6: Shadowing		
<ul style="list-style-type: none"> All newly licensed inspectors must successfully complete at least one shadow inspection before being commissioned as an inspector. 		
<ul style="list-style-type: none"> Lead inspector completes an evaluation of the shadow inspector's work and submits a report to the Catholic Schools Inspectorate coordinator of the inspector's sponsoring diocese. 	Evaluation of Shadow Inspectors	Template 13
<ul style="list-style-type: none"> Upon completion of the shadow inspection, the Catholic Schools Inspectorate coordinator determines either that the shadow inspector is ready to take a full part in inspection of Catholic schools or whether more shadow inspections are needed. 		

Table 1: Appointment Stages

Guidance Notes on Appointment of Inspectors

Shortlisting against the initial eligibility criteria

10. On receipt of the application, make sure that applicants have fully completed the form and provided all relevant documentation/information required at that stage. If not, an application should be returned on the grounds that it has not been fully completed.
11. When an inspector carries out an inspection, they are acting on behalf of the bishop in whose diocese the school is situated. For this reason, they must be able to act with integrity as his representative and must therefore be practising Catholics in full communion with the Catholic Church.¹ The application forms make it clear that Catholic applicants will need to supply a parish priest's reference. A Catholic applicant who is not a practising Catholic will not meet the eligibility criteria for being an inspector in Catholic schools. The Department of Education and Formation of the Catholic Bishops Conference has defined 'practising Catholic'² for the purposes of recruiting to the Inspectorate.
12. The panel members must assess the application forms, including references, to ensure that the applicant meets the initial eligibility criteria to be put forward for training as an inspector for the Catholic Schools Inspectorate.
13. The initial eligibility grid for shortlisting (Template 6: Initial eligibility criteria check for shortlisting) must be completed. It lists the essential criteria which the applicant must meet before inviting a potential inspector to interview.
14. Those applicants who meet the eligibility criteria (Appendix 2: Eligibility criteria) should be invited to interview using the Catholic Schools Inspectorate model letter (Template 7: Letter inviting to interview). It may be that applicants are not eligible for pastoral reasons and so it may be sensible to contact the applicant personally, rather than by email. If unsuccessful applicants require further information, then the information from the initial eligibility grid can be used as the basis for feedback.

Gathering References

15. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. The application form states that references may be taken up prior to interview and so contact will need to be made with the referees listed. References should be requested for all applicants and enough time allowed between the receipt of the application and interviews for referees to receive the

¹ For the definition of practising Catholic see Appendix 4: Definition of a Practising Catholic, which is to be read in light of the fuller definition of full communion given in Mgr Marcus Stock, *Christ at the Centre: Why the Church Provides Catholic Schools*, Revised (London: Catholic Truth Society, 2012), pp26-34 <https://www.catholiceducation.org.uk/images/Christ_at_the_Centre_1.pdf> [accessed 17 November 2017].

² See Appendix 4: Definition of practising Catholic

request, write the reference and return it. Safeguarding advice³ requires that references should be obtained and any issues of concern they raise must be explored further with the referee and taken up with the applicant. Good practice would be that this is done by one panel member who has completed safer recruitment training.

16. Your attention is drawn to the need to check the authenticity (preferably by telephone) of any references received where there may be some grounds to doubt their veracity. There should be a professional reference and one from the parish priest. This should be from the applicant's parish priest (or equivalent) or the parish priest (or equivalent) where they regularly attend Mass. It would be expected that the professional referee would be from someone to whom the applicant has been directly responsible, for instance, for a serving teacher it would be the current headteacher; for a serving headteacher it would be the chair of governors, their CEO, or chair of directors.
17. Written references should be obtained directly from the referee and addressed to the chair of the interview panel. References supplied by an applicant or addressed in any other way, e.g. 'To whom it may concern' should not be accepted. It is acceptable to follow the receipt of a written reference with a telephone call to confirm its authenticity.

Invitation to Interview

18. The Catholic Schools Inspectorate invitation to interview letter makes reference to reasonable adjustments that may be made for attendance at interview in the event that the applicant has a disability.

Interviews

19. The summary assessment grid (Template 9) lists the specific requirements for an inspector.
20. The interview is the opportunity for the diocese to ensure that the applicant meets the criteria to proceed to training as an inspector for the Catholic Schools Inspectorate. It allows applicants to give an account both of their qualities and either their inspection experience or their potential to become an effective inspector.
21. Panel members will need to ensure that all necessary information and documentation has been provided by the applicant at this stage.
22. Panel members need to ensure that their questions elicit the information they need to make a judgement in relation to each of the requirements of the person specification and job description for an inspector. Therefore, a set of questions has been produced with indicative responses, in order that this process is consistent across dioceses. There may, of course, be other criteria which a diocese may want to explore but the questions (Template 8) must form the basis of the interview. Other

³ Safeguarding Children: Safer Recruitment and Selection in Education', DFES-04217-2006

questions pertaining to the applicant's own experience may be useful. It is important, however, that the same basic questions are asked of each applicant in order to ensure fairness and consistency.

23. It is doubtful that any applicant will completely satisfy the panel in every competency and the panel should not reject an applicant because they did not score well in one area but should look for balance across them all when making a final assessment.
24. Using the summary assessment grid (Template 9) to assess applicants in all of the areas provides for a systematic and methodical approach to selection and provides a sound basis for further discussion amongst the panel members. Those tasked with the unenviable responsibility of telling unsuccessful applicants why they were not selected will find that this grid provides a good basis for feedback.

Post-Interview Selection

25. After the interviews have taken place, the panel will need to consider the applicants in light of their applications, personal statements, references, supplementary documents, results of checks and performance at interview as against the person specification with the aim of determining which applicants should proceed to inspector training.
26. The panel then makes an offer of recommendation for training using the letter (Template 10: Letter to successful applicant) which must stipulate that appointment as an inspector is conditional upon receipt of a satisfactory enhanced DBS check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period), registration with the Update Service, and a commitment to ongoing mandatory training.
27. Unsuccessful applicants must be informed that they are able to reapply, for instance, once they have gained more experience. They must also be informed of their right to appeal. A model letter can be found in Template 11: Letter to unsuccessful applicant. Candidates cannot reapply to become an inspector for one year from the date of their original unsuccessful application. From September 2024, applicants are required to indicate whether they have applied to other dioceses to become inspectors. If they have, it is incumbent upon the diocese from which they are now seeking sponsorship to determine why the previous application was not successful. This should contribute to determinations of their suitability to inspect.

Recommendation to Catholic Schools Inspectorate

28. The diocese must then confirm that the applicant is eligible for training and recommend them for the national training programme to the Catholic Schools Inspectorate using the mechanism prescribed.

Registration and licensing of trained inspectors

29. On receipt of notification from the Catholic Schools Inspectorate that an applicant has successfully completed the training, the Catholic Schools Inspectorate Coordinator must obtain a new enhanced DBS check. An additional barred list check should be sought for any inspector who is likely to regularly carry out more than three days of inspection in any thirty-day period. For all other inspectors, a barred list check must not be requested. The coordinator must also confirm that the applicant has subscribed to the DBS Update Service.
30. The Catholic Schools Inspectorate Coordinator must then confirm to the Catholic Schools Inspectorate that the post-training requirements have been met. The inspector will be registered as a Licensed Inspector and a licence will be issued.
31. The Catholic Schools Inspectorate Coordinator must confirm annually that each inspector sponsored by their diocese has maintained their subscription to the Update Service and inform the Catholic Schools Inspectorate of the outcome of these checks.

Disclosure and Barring Service (DBS) processes for dioceses

32. All those who have successfully completed the inspector training must undergo an enhanced DBS check and be registered on the DBS Update Service before a licence to inspect can be issued. Once an inspector holds a licence, then their name is included on the register of licensed inspectors, and they are permitted to inspect in any diocese in England and Wales. As long as an inspector continues to subscribe to the Update Service (for a small annual fee), their enhanced DBS will be portable between dioceses and any diocese who wishes to check the DBS status of an inspector sponsored by another diocese can do so using the Update Service. If an inspector fails to maintain their subscription to the Update Service, they will cease to be eligible to inspect and their licence will be suspended for as long as this state of affairs persists.
33. DBS steps for sponsoring dioceses:
 - a. All new inspectors who have successfully completed the training, must undergo an enhanced DBS check.
 - b. An additional barred list check should only be sought for any inspector who is likely to regularly carry out more than three days of inspection in any thirty-day period. For all other inspectors, a barred list check must not be requested.
 - c. Once the new DBS check is complete and the certificate has been issued, make clear to the new inspector that they must register with the Update Service within 28 days of the issuing of the certificate. If they do not register within this timeframe a new DBS check will need to be carried out. Also make clear to the new inspector that their subscription to the Update Service is their individual responsibility and failure to maintain the subscription will lead to the suspension of their licence to inspect.
 - d. Check that the newly trained inspector has subscribed to the Update Service here: <https://secure.crbonline.gov.uk/crsc/check>.

34. To carry out the check you will need:
 - a. the permission of the inspector
 - b. the certificate number of the DBS certificate that was used to register with the Update Service
 - c. the inspector's date of birth.
35. Confirm that the DBS certificate was issued without any information that would preclude the inspector from undertaking the work of the inspectorate. Once these checks have been carried out and all the DBS requirements have been met, then the Catholic Schools Inspectorate should be informed that a licence to inspect can now be issued. A model letter that can be used to lead newly trained inspectors through this process can be found in Template 12: Letter outlining DBS steps for newly trained inspectors.
36. Diocese should seek confirmation annually from inspectors that they have maintained their subscription to the Update Service.

Shadowing

37. All newly licensed inspectors must accompany an inspection team as a shadow inspector on at least one occasion before being a full member of an inspection team. This is to provide newly licensed inspectors with the experience of a real inspection. An inspector who is shadowing should be included in the team from the beginning by:
 - Taking part in a wide variety of inspection activities, for example, accompanying a member of the team, including meetings with the head and leadership team, governors, pupils.
 - Being present for team discussions, including asking questions for clarification.
 - Completing practice evidence forms.

An inspector who is shadowing must not:

- Undertake inspection activities alone.
- Be part of the decision-making process, although they would be there to observe it.
- Submit their evidence forms as part of the evidence base, although these should be part of the QA of evidence forms process during the inspection so that the new inspectors can improve in writing evaluative evidence forms.

Shadow inspectors will not be paid a fee as this constitutes essential professional development required before first inspection.

38. The lead inspector needs to submit a report to the Catholic Schools Inspectorate coordinator of the inspector's sponsoring diocese, evaluating the shadow inspector's performance (see Template 13: Evaluation of shadow inspectors). This process will allow the Catholic Schools Inspectorate coordinator to make a decision about whether the shadow inspector now meets the professional standards required to take a full

part in inspection of Catholic schools. The Catholic Schools Inspectorate coordinator may decide that more than one shadow inspection is required. Equally, an inexperienced licensed inspector may request additional shadow opportunities before they take up full inspection duties.

Appeals process for unsuccessful applicants

39. In the event that an applicant is unsuccessful, and they are unhappy with the reason given for this, they are allowed one appeal against this decision. The appeal must be made within ten days⁴ of receipt of the notification and must be made to their sponsoring diocese. The appeal should be made in writing to the person responsible for inspection in the diocese who will determine who will review the appeal. This will depend on the governance structure in each diocese but must be someone other than those who made the initial decision not to recommend the applicant for training. Details will be given in the letter to unsuccessful applicants. The decision of the responsible body is final. The decision maker will write a short report on the outcome which accompanies the decision notification.
40. The full details of this appeals process can be found in Handbook 3: Quality Assurance.

Records Retention

41. For successful applicants, the application form, summary grids and references must be kept on file electronically by their sponsoring diocese, for as long as they serve as inspectors.
42. All application forms and summary grids for unsuccessful applicants must be destroyed after three months or on the resolution of any appeal procedure, whichever is later.

⁴ In exceptional circumstances and with appropriate supporting evidence, this time frame may be extended to allow for a later appeal against non-selection.

Part two: Management of Inspectors

Inspector Annual Confirmation Form

43. Each Summer term, Catholic Schools Inspectorate Coordinators must ensure that licensed inspectors complete their Inspector Annual Confirmation Form (See *Administration Guidebook*, template 2), to ensure:
- Personal details are up to date.
 - They have completed the necessary annual safeguarding training.
 - They have read the latest versions of Catholic Schools Inspectorate safeguarding policy and procedures.
 - They continue to subscribe to the DBS Update Service and consent for it to be checked as and when required.
 - Employment details are up to date.
 - Conflicts of interest details are up to date.
44. This information should be checked against the records held and all relevant updates made to inform scheduling of inspections for the following academic year.

Continued eligibility

45. If inspectors continue to meet the eligibility criteria for appointment, and they attend all mandatory training, they will continue to be eligible to inspect. At the point inspector licences expire, the diocese should contact the Inspectorate to confirm an inspector's continued eligibility, and a new licence will be issued.
46. If the school in which a licensed inspector works is inspected by either the statutory inspectorate or the Catholic Schools Inspectorate and is judged to be less than good or non-compliant⁵, then the inspector would no longer meet the eligibility criteria to inspect and must not be commissioned to carry out inspection for as long as their school remains in this position. Their licence is temporarily suspended due to their current ineligibility to inspect. If there is an intention to continue to inspect once eligibility is restored, inspectors should continue to attend all mandatory training. If they have failed to attend mandatory training for more than a year, and wish to resume inspecting, they must repeat initial inspector training and complete a shadow inspection before eligibility to inspect would be restored.

⁵ While a grade can only change at the point of inspection, the compliance status of a school may change between inspections. To remain eligible to inspect the school at which an inspector works must continue to be compliant. If it is discovered by a means other than inspection that the school at which they work is not, or no longer, compliant, then the inspector's licence would be temporarily suspended in the same way. Equally a school may become compliant again after a period of not being compliant. In such an instance, if an inspector has continued to attend all training, any suspension due to non-compliance would be lifted.

Legitimate leaves of absence

47. Inspectors are required to be available to inspect three times a year. There are legitimate reasons why a licensed inspector may not be able to meet this requirement, such as parental leave or serious illness. If leave of absence is less than an academic year, the inspector should meet with their diocesan coordinator and catch up on all training missed before being commissioned to inspect. If this leave of absence is longer than a year, they must repeat initial inspector training and a shadow inspection before eligibility to inspect would be restored.

Tackling underperformance of inspectors

48. Please note, the following approach to tackling underperformance is separate from the complaints procedure, for which please see Handbook 2: Inspection, Appendix 8. However, it may be the case that upheld complaints (please see Handbook 2: Inspection, Appendix 9) could lead to an investigation into inspector performance.
49. Inspectors who fail to uphold the values, procedures, and protocols of the Catholic Schools Inspectorate or who fail to live up to the standards set out in the code of conduct are required to undergo further training, and, if necessary, may have their licence to inspect revoked. This includes all parts of the inspection process from preparation to report writing.
50. On occasion, inspectors' performance may fall short of the high standards expected by the Catholic Schools Inspectorate. Where this happens, the Catholic Schools Inspectorate coordinator in each diocese will be expected to act swiftly and decisively. This is a three-stage process.

Stage 1

51. The Catholic Schools Inspectorate coordinator who has the concern will arrange for a meeting with an appropriate person in the diocese that sponsors the inspector (referred to as the responsible person) to review the concerns that have been expressed either by a school or schools, by another diocese or as an outcome of quality assurance activity. The responsible person will then investigate to ascertain whether the concerns are founded and supported by evidence. This investigation will include a review of the strengths of the inspector's work and any areas where improvement may be required.
52. At this stage the sponsoring diocese must inform the inspector that concerns have been raised, invite them to a meeting and give them an opportunity to respond to the concerns raised and to any information obtained as part of the investigation carried out by the responsible person. Where possible, the responsible person will provide information to the inspector concerning the nature of the concern and the information obtained as part of the investigation prior to the meeting taking place. After the meeting the responsible person may conclude that the meeting has addressed the concerns and the inspector can return to full inspection duties.

However, if concerns remain following this meeting then the inspector will move to Stage 2.

Stage 2

53. At Stage 2, the responsible person will produce an action plan to support the inspector, which could include, for example, further shadowing opportunities, additional training, enhanced coaching, and quality assurance visits. This will be shared with the inspector at a second meeting and its requirements discussed, to ensure that the action plan is clearly understood, and its requirements are achievable by the inspector within the time limit agreed. At the end of the action plan period a further meeting will be called to review the inspector's progress against the action plan. At this third meeting, either the inspector's performance will now be recognised as meeting the standards required or concerns will remain that warrant moving to Stage 3. The inspector will be informed in writing of the outcome of Stage 2 of the process.

Stage 3

54. Despite the support given in Stages 1 and 2, it is possible that the inspector's conduct or performance still does not sufficiently improve. In this case, the Catholic Schools Inspectorate coordinator will inform the Catholic Schools Inspectorate that the inspector's licence to inspect should be withdrawn. This decision will be notified to the inspector in writing. The notification letter will set out the main reasons, with supporting evidence, why the inspector's licence has been withdrawn.
55. In some cases, it may arise that an inspector's conduct is such that it requires the immediate revocation of their licence, for example, if an inspector has breached confidentiality arrangements around inspection or other such cases of gross misconduct. In such cases, the sponsoring diocese should inform the Catholic Schools Inspectorate that the inspector is no longer suitable to serve as an inspector, that their licence should be revoked, and their name removed from the register of licensed inspectors. This decision will also be notified to the inspector in writing explaining the reason for the immediate withdrawal of the licence.
56. The inspector may appeal against the decision to withdraw their licence to the Catholic Schools Inspectorate coordinator in their sponsoring diocese. They must do so in writing within ten working days of the notification that their licence is to be withdrawn. The appeal must set out, point by point, why they disagree with the decision to withdraw their licence to inspect for the Catholic Schools Inspectorate. They must provide counter-balancing evidence to that given in the letter notifying them of the withdrawal of their licence. They will need to present this evidence to a committee of experienced inspectors and other stakeholders convened by the sponsoring diocese to hear such appeals (referred to as the appeal panel). The appeal panel will consist of three members and will review the appeal within twenty working days of the receipt of the appeal letter. The outcome of the appeal will be sent in

writing to the inspector and to the sponsoring diocese within five working days of the decision of the appeal panel.

Appendices and Templates

This section contains the appendices and templates pertinent to the recruitment of inspectors. Each of them is provided for information only for the sake of making this handbook easier to navigate. Downloadable versions of both the appendices and the templates are available from the Catholic Schools Inspectorate website, which should then be cut and pasted onto the appropriate diocesan branded header, available [here](#):

An appendix is a document that outlines policy and is something that should not be amended (apart from those highlighted fields within some appendices that need to be made diocesan specific).

A template is a document whose use is required to ensure that the inspection process is consistent throughout England and Wales. These are more or less amendable, as indicated.

Appendix 1: Person specification

Qualifications		Essential/ desirable
1.	Qualified teacher ¹	E
2.	Degree, or equivalent	E
3.	Other relevant study	D

Essential Requirements		Essential/ desirable
4.	Have the permission of the chair of governors, the chair of directors or employer, where appropriate, to undergo all mandatory training and accreditation and undertake inspections	E
5.	Be proposed for the role of an inspector by a diocese	E
6.	Be willing and able to complete the mandatory training programme provided by the Catholic Schools Inspectorate	E
7.	A commitment to ongoing mandatory training at diocesan, regional or national level	E
8.	A commitment to the absolute requirement of confidentiality	E
9.	Enhanced DBS check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period) and be registered on the Update Service	E
10.	Be committed to, and publicly supportive of, diocesan policies and processes	E
11.	Be willing and able to undertake a minimum of one inspection per term	E
12.	Be prepared to lead an inspection when required	E

¹ There is more than one means of ascertaining this, for example by holding DfE Qualified Teacher Status (QTS), by other equivalent or higher professional status, such as Chartered Teacher, or equivalent (including training-related qualifications) for further education and skills. For those dioceses who currently use experienced inspectors who lack this criterion, such inspectors may, at the discretion of the diocese, still be considered eligible until they retire from inspection. No new inspectors could be recruited that do not meet this criterion.

Personal and professional attributes		Essential / Desirable
13.	Practising Catholic ²	E
14.	Be one of the following in a fully compliant ³ Catholic school judged to be good or better under both statutory ⁴ and denominational ⁵ inspection: a) A current or recent ⁶ holder of one of the posts ⁷ required to be filled by a practising Catholic in the Bishops' Memorandum ⁸ ; b) A current assistant headteacher; Or be one of the following: c) A current or recent ⁴ holder of an equivalent high-level leadership or advisory position within a relevant education setting; d) In exceptional circumstances, an experienced inspector of Catholic schools who has attended all mandatory ⁹ training, who has continued to be actively involved in Catholic education;	E
16.	Can demonstrate a deep understanding of Catholic education	E
17.	A strong personal commitment to Catholic education	E
18.	A deep and secure knowledge of the National Framework for the Inspection of Catholic Schools, Colleges and Academies	E
19.	Competence in IT and confident in using Microsoft Office, including formatting documents.	E
20.	Ability to communicate effectively and sensitively, in writing and speech.	E

² For applicants who are not clerics or religious, this will be ascertained by means of a priest's reference. See *Appendix 4: Definition of a Practising Catholic*.

³ This means the school meets both the curriculum requirements of the Bishops' Conference (see Appendix 7) and any requirements laid down by the diocesan bishop.

⁴ This includes inspections undertaken by Ofsted, Estyn or an approved inspectorate pursuant to any statutory power or duty or the requirements of any funding agreement or conditions.

⁵ Any person who is currently employed at a school that was not previously subject to a denominational inspection will not be eligible to apply as an inspector until the school has been judged to be good or better in their first Catholic Schools Inspectorate inspection. Please note, this does not apply to Sixth Form Colleges who did previously undergo denominational inspection as part of the Ofsted inspection, via use of a nominated inspector.

⁶ Recent means in the last five years.

⁷ For executive headteachers, one or more of the schools for which an executive head is responsible may be judged to be less than good in its denominational or statutory inspection. In such a case, if the executive head was asked to take on a school which was already less than good, they may still be eligible to inspect, providing it does not impact on the school improvement work. If the school was judged to be less than good while the executive head was in post, then the eligibility criteria stands as it is, and they are not eligible to inspect.

⁸ <https://www.catholiceducation.org.uk/employment-documents/bishops-memorandum>

⁹ To be defined by Catholic Schools Inspectorate

21. Express judgements clearly and robustly supported by strong evidence	E
22. Respect diversity, inclusion and equality	E
23. Communicate with clarity and honesty as an effective team member and deliver findings with conviction and sensitivity.	E

The Catholic Schools Inspectorate Application Form must be fully completed. The supporting statement should be clear, concise, related to the Inspector job description and person specification, and should not exceed 700 words in length.

Appendix 2: Eligibility criteria

1. In order to be recommended for training by their diocese, all applicants must:

- be a practising Catholic¹⁰
- be a qualified teacher¹¹
- **either** be one of the following in a fully compliant¹² Catholic school, judged to be good or better under both statutory¹³ and denominational¹⁴ inspections:
 - a current or recent¹⁵ holder of one of the posts¹⁶ required to be filled by a practising Catholic in the Bishops' Memorandum¹⁷
 - a current assistant headteacher
- **or** be one of the following:
 - a current or recent⁹ holder of a relevant and equivalent high-level leadership or advisory position within a diocese or a Catholic academy company or trust;
 - in exceptional circumstances, an experienced Catholic Schools inspector (or an inspector of an equivalent predecessor diocesan inspectorate) who has attended all mandatory training and has continued to be actively involved in Catholic education
- hold a current Enhanced DBS check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period) and be registered on the DBS Update Service
- have the permission of the chair of governors, chair of directors or employer, where appropriate, to undergo all mandatory training and accreditation and undertake inspections
- be proposed by a diocese, having met all the criteria above.

2. In order to serve as an inspector for the Catholic Schools Inspectorate, all inspectors must:

- have successfully completed the training in the National Framework for the Inspection of Catholic Schools

¹⁰ For applicants who are not clerics or religious, this will be ascertained by means of a priest's reference. See *Appendix 4: Definition of a Practising Catholic*.

¹¹ There is more than one means of ascertaining this, for example by holding DfE Qualified Teacher Status (QTS), by other equivalent or higher professional status, such as Chartered Teacher, or equivalent (including training-related qualifications) for further education and skills. For those dioceses who currently use experienced inspectors who lack this criterion, such inspectors may, at the discretion of the diocese, still be considered eligible until they retire from inspection. No new inspectors could be recruited that do not meet this criterion.

¹² This means the school meets both the curriculum requirements of the Bishops' Conference (see Appendix 7) and any requirements laid down by the diocesan bishop.

¹³ This includes inspections undertaken by Ofsted, Estyn or an approved inspectorate pursuant to any statutory power or duty or the requirements of any funding agreement or conditions. Please note, the judgement grade of predecessor schools would still stand after academisation, if an inspection has not occurred since the school academised.

¹⁴ Any person who is currently employed at a school that was not previously subject to a denominational inspection will not be eligible to apply as an inspector until the school has been judged to be good or better in their first Catholic Schools Inspectorate inspection. Please note, this does not apply to Sixth Form Colleges who did previously undergo denominational inspection as part of the Ofsted inspection, via use of a nominated inspector.

¹⁵ Recent means in the last five years.

¹⁶ For executive headteachers, one or more of the schools for which an executive head is responsible may be judged to be less than good in its denominational or statutory inspection. In such a case, if the executive head was asked to take on a school which was already less than good, they may still be eligible to inspect, providing it does not impact on the school improvement work. If the school was judged to be less than good while the executive head was in post, then the eligibility criteria stands as it is, and they are not eligible to inspect.

¹⁷ <https://www.catholiceducation.org.uk/employment-documents/bishops-memorandum>

- continue to meet all the eligibility criteria set out in bullet 1 of this document (the eligibility to be recommended for training)
- be licensed to inspect by the Catholic Schools Inspectorate, on behalf of the Catholic Bishops of England and Wales
- attend all mandatory training required by the Inspectorate.

A note on the meaning of 'good or better' in different contexts

Part of the eligibility criteria requires a sponsoring diocese to confirm that the applicant's current school is judged to be good or better in both its denominational and statutory inspections. The phrase 'good or better' has a specific meaning but one that is not identical for each context.

In relation to **denominational inspection**, for all kinds of school, 'good or better' means that the overall effectiveness grade in the Catholic Schools Inspectorate inspection (or predecessor equivalent) is a grade 1 or 2.

In **England**, a statutory inspection carried out by Ofsted is 'good or better' if the overall effectiveness grade is a grade 1 or 2. In England, Ofsted inspects all maintained schools and academies, sixth form colleges, non-maintained special schools, and non-association independent schools.

In **Wales, from September 2017** onwards, a statutory (Estyn) inspection is 'good or better' if a school has been judged good or excellent in each of the following areas: standards; leadership and management; care, support and guidance.

In **Wales, prior to September 2017**, a statutory inspection (Estyn) is 'good or better' if the school's 'current performance' is judged to be good or excellent.

In **independent schools not subject to inspection by Ofsted**, a statutory (usually ISI) inspection is 'good or better' if a school meets all of the Independent Schools Standards in its Compliance Inspection, and it has also been judged to be good or excellent in both key outcomes (the achievement of the pupils and the personal development of the pupils) of its Educational Quality Inspection.

Appendix 3: Job description

This role is to serve the Arch/Bishop of [NAME] in the inspection of Catholic schools, academies and colleges carried out under Canon 806 and, where applicable, in accordance with Section 48/Section 50 of the Education Act 2005 (and their equivalents in academies), applying the National Framework for the Inspection of Catholic Schools, Academies and Colleges. It is to be undertaken in accordance with Canon Law, the teachings of the Catholic Church, the diocesan Trust Deed and under the mandate of the Catholic Schools Inspectorate.

This appointment is made by the Arch/Diocese of [NAME] and requires the candidate to be a practising Catholic¹, to publicly support all diocesan policies, and to serve as a witness to the Catholic faith.

The Arch/Diocese is committed to safeguarding and promoting the welfare of children and young people. The inspector must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period) and registration with the Update Service.

JOB TITLE:	Inspector for the Catholic Schools Inspectorate
ACCOUNTABLE TO:	The inspection service of the Arch/Diocese of [school's home diocese]
MAIN PURPOSE:	To inspect the Catholic life and mission, religious education, and collective worship in Catholic Schools, Academies and Colleges in England and Wales

Key Responsibilities

Inspectors will:

- uphold and demonstrate Catholic values at all times
- undertake the team inspector role for the inspection of Catholic Schools, academies and colleges, and be prepared to lead when required
- undertake all mandatory training
- evaluate impartially without fear or favour, against the grade descriptors laid out in the Catholic Inspectors' Handbook
- base all evaluations on clear and robust evidence
- declare all actual and perceived conflicts of interest and have no real or perceived connection with those being inspected that could undermine the impartiality of the inspection
- carry out their work with integrity, treating all those they meet with courtesy, respect and sensitivity
- maintain purposeful and productive communication with those being inspected and inform them of judgements sensitively, but clearly and frankly

- respect the confidentiality of information as far as possible, particularly about individuals and their work
- report honestly and clearly, ensuring that judgements are valid and reliable.

Appendix 4: Definition of practising Catholic

All inspectors must be practising Catholics who are committed to the Church's educational mission. Applicants' eligibility against this criterion will be determined by a reference from their parish priest (or equivalent) or the parish priest (or equivalent) where they regularly attend Mass.¹⁸ This reference would need to confirm, to the best of the priest's knowledge and belief, that:

1. the applicant complies with the obligation¹⁹ to participate in the Mass on Sundays and holydays of obligation;
2. the applicant has received the Sacrament of Confirmation;
3. there is no moral or canonical impediment which precludes the applicant from receiving the Sacrament of the Eucharist regularly, and that he or she does receive it at least once a year;
4. the applicant provides for the needs of the Church.

In addition, candidates will be asked to confirm on their application form and in their interview that they are practising Catholics.²⁰

¹⁸ This is not required for applicants who are clerics or religious.

¹⁹ An obligation that was suspended during the Covid pandemic (see <https://www.cbcew.org.uk/43836-2/> and can. 1245)

²⁰ For a fuller exposition of 'practising Catholic' see: Mgr Marcus Stock, *Christ at the Centre: Why the Church Provides Catholic Schools*, Revised (London: Catholic Truth Society, 2012), pp.26-34
https://www.catholiceducation.org.uk/images/Christ_at_the_Centre_1.pdf

Template 1: Model Advertisement

Inspectors Required

£500 Per Day as a Lead Inspector

or £300 Per Day as a Team Inspector

The Catholic Schools Inspectorate would like to invite suitably qualified practising Catholics to join their inspection team in the Diocese of [Insert diocese here]

Applicants must:

- be a practising Catholic
- be committed to and have an understanding of the ethos and educational mission of the Catholic Church
- **either** have recent successful experience of senior leadership or leadership of religious education in Catholic schools, academies and colleges
- **or** be a current or recent holder of an equivalent high-level leadership or advisory position within a relevant education setting
- have recent and relevant experience and up to date knowledge of leading the Catholic life and mission, religious education and collective worship in a Catholic School
- secure an enhanced DBS check and be registered on the Update Service
- have permission from their school governors, trust board or employer to carry out this work where applicable.

They will be willing and able to:

- undertake at least one inspection per term
- work confidently and co-operatively within a team of inspectors
- prepare conscientiously for an inspection
- inspect a school with confidentiality, integrity and objectivity
- report on findings honestly and accurately both orally and in writing
- attend national and regional training.

Closing Date for Applications:

Please apply to:

Template 2: Introductory letter for applicants

Dear [NAME],

Appointment of Inspector Catholic Schools Inspectorate

Thank you for your interest in becoming an inspector for the Catholic Schools Inspectorate in the Arch/Diocese of [NAME]. We are pleased that you are considering applying and hope that the accompanying documents will give you the information that you need to make your decision. As an inspector, you would be acting on behalf of the Arch/Bishop in whose diocese the schools you inspect are situated to assist him in carrying out his pastoral oversight responsibilities under canon law. For some schools, the inspection will also fulfil a statutory function.

Inspections look at the Catholic life and mission of the school, religious education, and collective worship. Inspectors work in a team with an experienced lead inspector to evaluate the work of the school objectively and impartially, ensuring that their judgements reflect reliably and accurately what a school does. It is therefore important that inspectors have an excellent understanding of the distinctive nature of Catholic education, have recent experience of teaching in a school or supporting schools in an advisory capacity and be recognised as excellent practitioners; they must always have the best interests of the pupils at the school as a priority. During an inspection, inspectors will be working with sensitive information about the school and pupils and so must respect the confidentiality of this information.

The Church is committed to the welfare and protection of children and young people, and we must be sure that any new inspectors are suitable before they can be appointed. Inspectors must be practising Catholics, who are seen to support the Church's teachings; they must understand the Catholic character of the school and the needs of the Catholic community, which are reflected in the education policies of the Diocese.

A fee of £500 per day is paid for leading an inspection and £300 per day for team inspectors. In situations where an inspector is released from their school to carry out inspections, the fee will be paid directly to the school.

Therefore, we are looking for applicants who:

- are practising Catholics
- are committed to and have an understanding of the ethos and educational mission of the Catholic Church
- **either** have recent successful experience of senior leadership or leadership of religious education in Catholic schools, academies or colleges
- **or** be a current or recent holder of an equivalent high-level leadership or advisory position within a relevant education setting

- have recent and relevant experience and up to date knowledge of leading the Catholic life and mission, religious education and collective worship in a Catholic School
- can secure an Enhanced DBS check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period) and are registered on the Update Service
- have permission from their school's governing body, board of directors or current employer, where applicable, to carry out this work.

Applicants must also be willing and able to:

- undertake at least one inspection a term
- work confidently and co-operatively within a team of inspectors
- prepare conscientiously for an inspection
- inspect a school with confidentiality, integrity and objectivity
- report on findings honestly and accurately both orally and in writing
- attend national and regional training.

The application process is in two stages. Initially, your diocese will establish that you meet the eligibility criteria to be an inspector and recommend you for the national training programme. The second stage is to successfully complete this training, after which you will be licensed to inspect in every diocese in England and Wales.

The Applicants Pack attached to this email has much more information and a link to the application form which should be submitted electronically [BY]

We look forward to hearing from you.

Yours sincerely,

Catholic Schools Inspectorate Coordinator

Template 3: Application form

The application form is filled in by applicants online, using a form that can be found here:

<https://catholicschoolsinspectorate.org.uk/apply-to-be-an-inspector>

A copy of the contents of the application form are given below for information:

Licensed Inspector Application Form

Apply here to train as an inspector for the Catholic Schools Inspectorate

Sponsoring Diocese

Every inspector will be recruited by a Sponsoring Diocese. This does not necessarily need to be the diocese in which you live. The Sponsoring Diocese is the diocese you are applying to be an inspector with. It is the one that will carry out the eligibility checks and recruitment processes and is likely to be the diocese in which you will carry out the majority of your inspections if you are successfully recruited.

What is the name of your Sponsoring Diocese?

Have you applied to any other dioceses to sponsor you to inspect?

To which other dioceses have you applied to sponsor you to inspect?

Personal Details

Name:

Address:

e-Mail:

Mobile Phone Number:

Photo ID

If you are successfully recruited as an inspector, you will be issued with a photo id licence, that will demonstrate that you are licensed to inspect. Please upload a passport sized photograph that you would like to be used on your photo id badge. This photograph should be:

- of your head and face only, as in a passport, with your head and face clearly visible in portrait mode
- against a white or neutral background in focus

The file size should not exceed 1mb.

Practising Catholic

When an inspector carries out an inspection, they are acting on behalf of the Bishop or Archbishop of the diocese in which the school is situated. For this reason, they must be able to act with integrity as his representative, and must therefore be practising Catholics in full

communion with the Catholic Church. For the definition of practising Catholic please see Appendix 4: Definition of practising Catholic

This will be confirmed by a reference provided by your parish priest (or equivalent) or the parish priest (or equivalent) where you regularly attend Mass. Please make sure that one of your referees is able to provide this parish priest's reference.

In addition, you need to confirm below that you are a practising Catholic (as defined above) who is in full communion with the Catholic Church. For a fuller exploration of what this entails, please see pages 26-34 of Christ at the Centre (available here)

Are you a practising Catholic in full communion with the Catholic Church? *

Qualified Teacher

All newly recruited inspectors must be qualified teachers. There is more than one means of ascertaining this, for example by holding DfE Qualified Teacher Status (QTS), or by holding other equivalent or higher professional status, such as Chartered Teacher, or equivalent (including training-related qualifications) for further education and skills.

For those dioceses who currently use experienced inspectors who lack this criterion, such inspectors may, at the discretion of the diocese, still be considered eligible until they retire from inspection.

Applicants who are applying to be inspectors for the first time who do not meet this criterion would not be eligible.

Are you a qualified teacher?

Current Employment Status

Are you currently employed full-time or part-time in Catholic education?

Current Employment Details

What is the name of your current employer?

What is the name of the school, academy, college or organisation in which you work (if different from above)?

In which diocese is your school, academy, college or organisation located?

Employer Address:

Employer Telephone Number:

What is your role within your organisation?

Date of appointment to current role:

Employment History

Please list all previous employment in chronological order, beginning with the most recent. Please include all previous employment.

Other relevant history

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates.

The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

If you have ever been ordained and/or been a member of a religious community, please provide details here:

Have you previously served as a denominational inspector of schools for any of the Catholic dioceses of England and Wales?

How many years experience do you have as an inspector of Catholic schools? *

Please tick any dioceses in which you have served as an inspector of denominational education in a Catholic school.

Qualifications

Please list all higher education qualifications in chronological order, beginning with the most recent.

Please list all relevant post-graduate education qualifications in chronological order, beginning with the most recent.

Please list any other relevant qualifications, certificates or awards below

Other Relevant Experience

Please tick any sector in which you have had professional experience

All through; Early Years ; Independent; Primary; Secondary; Special School; Tertiary

Please list any other experience or expertise that you believe would be relevant to your application as an inspector for the Catholic Schools Inspectorate.

Supporting Statement

Please provide a written statement of no more than 700 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability as an applicant to the training for the Catholic Schools Inspectorate. Please upload as a Word or pdf file.

References

You need to provide the names of two referees:

- A person suitable to provide you with a professional reference.
- Your parish priest, or the parish priest of the parish where you regularly worship.

It is your responsibility to ensure that all named referees, including parish priests, have consented to providing a reference.

In accordance with Keeping Children Safe in Education your sponsoring diocese will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want your sponsoring diocese to take up references at this stage and provide reasons, by contacting the relevant diocesan officer.

Professional reference

If you are employed, this should come from your current employer. If you are recently retired, this should come from a person who has recently had professional oversight of your work.

Please provide details of your professional referee below:

Name:

Address:

Phone Number:

Email:

Parish Priest's Reference

The parish priest's reference should come from your parish priest or the parish priest where you regularly attend Mass. The priest will need to be able to confirm to the best of his knowledge and belief that:

- you comply with the obligation to participate in the Mass on Sundays and Holydays of Obligation
- you have received the Sacrament of Confirmation
- there is no moral or canonical impediment which precludes you from receiving the Sacrament of the Eucharist regularly, and that you do receive it at least once a year
- you provide for the needs of the Church.

Please provide the contact details of a priest who is able to provide this reference for you.

Name:

Phone Number:

Email:

Declaration

If you know that any of the information you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility to serve as a Licensed Inspector which comes to the attention of your Sponsoring Diocese then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information may result in this application being rejected. If such a discovery is made after you have been appointed as a Licensed Inspector then you may be liable to be removed from the register of accredited inspectors and your licence to inspect will be revoked.

By signing below I hereby certify that:

- all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief;
- all the questions relating to me have been fully answered; I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Template 4a: Parish priest's reference request letter

CONFIDENTIAL

Name of applicant:
Address:
School / organisation:
Present post:

Dear Father

The above-named person has applied to be an inspector for the Catholic Schools Inspectorate and has nominated you as a referee who can confirm that they are a practising Catholic. As representatives of the Diocesan Bishop, inspectors must be practising Catholics, who are seen to support the Church's teachings; they must understand the Catholic character of the school and the needs of the Catholic community as a whole, as reflected in the education and pastoral policies of the diocese.

Please confirm that to the best of your knowledge and belief:

1. the applicant complies with the obligation to participate in the Mass on Sundays and Holydays of Obligation
2. the applicant has received the Sacrament of Confirmation
3. there is no moral or canonical impediment which precludes the applicant from receiving the Sacrament of the Eucharist regularly, and that he or she does receive it at least once a year
4. the applicant provides for the needs of the Church.

We intend to interview for this post on [DATE], so it would be helpful if the reference could be supplied in good time before that date.

Your reference should be posted to the chair of the interview panel:

[NAME]

[ADDRESS]

[E-MAIL ADDRESS]

Yours sincerely,

Catholic Schools Inspectorate Co-ordinator

Template 4b: Parish priest's reference form

Name of applicant:
Address:
School / organisation:
Present post:

Definition of 'practising Catholic'

An applicant for the post of an inspector with the Catholic Schools Inspectorate is a practising Catholic if:

1. the applicant complies with the obligation to participate in the Mass on Sundays and Holydays of Obligation
2. the applicant has received the Sacrament of Confirmation
3. there is no moral or canonical impediment which precludes the applicant from receiving the Sacrament of the Eucharist regularly, and that he or she does receive it at least once a year
4. the applicant provides for the needs of the Church.

To the best of your knowledge and belief, does the applicant comply with the definition of a practising Catholic as laid out above?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Print Name (Parish Priest):

Signed (Parish Priest):

Parish:

Date:

Template5a: Professional reference request letter

[Insert name and address of referee]

Dear [Name of Referee]

REFERENCE REQUEST FOR: [Name of applicant]

The above person has applied to be an inspector for the Catholic Schools Inspectorate and has nominated you to provide a professional reference.

Inspections carried out by the Inspectorate cover the Catholic life and mission of the school, religious education, and collective worship. Inspectors work in a team to evaluate the work of the school objectively and impartially. It is therefore important that the inspectors have an excellent understanding of the distinctive nature of Catholic education, are recognised as excellent professionals, and they must always have the best interests of the pupils at the school as a priority. Inspectors will be working with sensitive information about the school and its pupils and so must respect the confidentiality of this information.

The Church is committed to the welfare and protection of children and young people, and we must be sure that any new inspectors are suitable before they can be appointed. As representatives of the Diocesan Bishop, who is the first teacher in the diocese, inspectors must be practising Catholics, who are seen to support the Church's teachings; they must understand the Catholic character of the school and the needs of the Catholic community as a whole, which are reflected in the education policies of the arch/diocese.

Please complete the attached form and return to the chair of the interview panel as a matter of urgency:

[Name]

[Postal Address]

[E-mail address]

Yours sincerely,

Catholic Schools Inspectorate co-ordinator

Template5b: Professional reference form

Name of Applicant:

What dates did the applicant work for you?

Start Date:

End Date:

Professional relationship to the applicant: _____

Please indicate the extent to which you agree with each of the following statements, by checking the relevant box:

The applicant:	Strongly agree	Agree	Disagree	Strongly disagree	Do not know/not applicable
is committed to Catholic Education					
demonstrates high quality leadership in Catholic education and /or religious education					
has a deep and secure knowledge of the inspection of Catholic schools					
is able to communicate effectively and sensitively, in writing and speech					
can express judgements clearly and robustly supported by strong evidence					
can communicate with clarity and honesty as an effective team member and deliver findings with conviction, clarity and sensitivity					
is able to form relationships and effectively lead or work within a team					
is able to support and develop colleagues					
has a good knowledge of current safeguarding guidelines and their application					
has a good knowledge of the developments of the religious education curriculum within their phase					

is flexible and adaptable

has effective report writing and evaluation skills

is honest and has integrity

is willing to undertake professional development

Are you aware of any safeguarding issues, pending or in the past? **Yes / No**

If **yes**, please provide details:

Are you aware of any disciplinary proceedings, pending or in the past? **Yes / No**

If **yes**, please provide details:

Are you completely satisfied that this person is suitable to represent the Arch/Bishop both personally and professionally in an appropriate manner?

Yes / No

If **no**, please provide details:

Please feel free to add any other relevant comments below (optional):

Would you recommend this candidate to serve as an inspector for the Catholic Schools Inspectorate?

Recommend without reservation / Recommend / Do not recommend

Template 6: Initial eligibility criteria check for shortlisting

Applicant	
------------------	--

Essential Requirements	Tick
Degree or equivalent	
Qualified teacher	
Catholic Schools Inspectorate Application Form Completed	
Permission from chair of governors, chair of directors or employer, where relevant, to inspect	
Professional reference received with recommendation	
Priest's reference received with confirmation of practice	

Professional eligibility	
Either	Please indicate which criterion met
1. A current or recent holder of one of the posts required to be filled by a practising Catholic in the Bishops' memorandum in a fully compliant Catholic school judged to be good or better under statutory and denominational inspection; or	
2. A current assistant headteacher in a school judged to be good or better under both statutory and denominational inspection; or	
3. A current or recent holder of a relevant and equivalent high-level leadership or advisory position within education; or	
4. In exceptional circumstances, an experienced inspector with the Inspectorate (or an inspector from an equivalent predecessor inspectorate) who has attended all mandatory training and has continued to be actively involved in Catholic education.	

Discretionary scoring key
1 = strong evidence of meeting the criteria, 2 = evidence of meeting the criteria, 3 = some evidence of meeting the criteria, 4 = minimal evidence of meeting the criteria, 5 = no evidence of meeting the criteria

Supporting Statement	Score
Can demonstrate a deep understanding of and personal commitment to Catholic education.	
A deep and secure knowledge of the National Framework for the Inspection of Catholic Schools.	
Competence in IT and confident in using Microsoft Office, including formatting documents	
Statement demonstrates an ability to communicate effectively and sensitively and judgements clearly expressed, supported by strong evidence.	

Respect diversity, inclusion and equality.	
--	--

Any other issues?

Decision to recommend for interview (circle as appropriate)	Yes/No
If no, which requirements were not met (please refer to the person specification and job description)? This will provide useful information for later feedback to unsuccessful candidates.	

Template 7: Letter inviting to interview

Dear [NAME]

Inspector for Catholic Schools Inspectorate

Thank you for submitting your application to train to be an inspector for the Catholic Schools Inspectorate.

I am delighted to invite you to attend an interview on [DATE] at [TIME]. The interview will be held in [PLACE] or I have attached a [Zoom/Teams] link.

The interview will be conducted by [NAMES].

Should you require any additional arrangements and/or adjustments to be made in order to fully take part in the interview process please contact [NAME], [CONTACT EMAIL OR TELEPHONE NUMBER] with your requirements.

Please contact [NAME] at [CONTACT DETAILS] to confirm attendance at the interview.

We look forward to hearing from you.

Yours sincerely

Catholic Schools Inspectorate Coordinator

Template 8: Interview questions

Applicant

Panel Member

Please remember:

- that there must be a minimum of two interviewers, at least one with safer recruitment training undertaken in the last five years
- to decide who will ask which question
- to introduce panel formally
- to explain that you will be writing notes during the process. Supplementary questions may be asked by any member of the panel
- to explain that there will be an opportunity to ask questions at the end
- to reassure them that it is fine to ask to have a question repeated
- if face to face interview, to offer water in case it is required.

Please note scoring is optional. It is indicative and is only there to support feedback given to applicants.

Discretionary scoring key	
1.	Strong evidence of meeting the criteria
2.	Evidence of meeting the criteria
3.	Some evidence of meeting the criteria
4.	Minimal evidence of meeting the criteria
5.	No evidence of meeting the criteria

1.	Question	Looking for:	Notes on response	Score
2.	Why do you want to be an Inspector?	Knowledge, skills, experience as leader, sense of service – diocese, community, school, faith, ethos, values, goals, future, professional development		
3.	What qualities and skills would you bring to the inspection process?	Self-aware, confident, leadership style, reflective, strategic leadership, leading people, inspirational, faith, empathy, compassion, accountability, structure, model behaviours, expectations		

4.	Can you give us an example of a situation in which you made a significant contribution to one of the following: <ul style="list-style-type: none"> • Catholic life and mission • Religious education • Collective worship 	Leadership, searching analysis and self-challenge, understanding, empathy, courteous, realistic, facts, hold to account if necessary, fairness, accountability, self-evaluation, monitoring, planned improvements, professional development Catholic life and mission Church's mission, community, authentic Catholic provision, partnership, engaging stakeholders, Gospel values, face of Christ to the community, sacramental preparation Religious education RE curriculum, improving teaching and learning in Religious Education, standards, relationship between RE and moral and spiritual development, Collective worship knowledge of collective worship (prayer and liturgy), Church's liturgical year, liturgical and spiritual development, modelling		
5.	It is important that the inspection process has complete integrity. What would you consider to be a conflict of interest?	Private interest in the establishment that might influence their judgement in carrying out their duties, including making inspection judgements, any interests that could be perceived to give an appearance of bias for example previously working at the establishment, relationship with member of staff/governor in school being inspected, working in a trust.		
6.	You may be asked to lead an inspection at some point. How would you undertake this role and what training do you feel you need?	Awareness that additional training may be needed, reflective in term of personal developments, building a rapport with a school, managing a team, organisational skills, report		

		writing, managing expectations, resolving issues, responding to complaints.		
7.	What would you do if during the inspection a child made a disclosure?	Follow school policy, tell DSL/LADO, do not promise confidentiality, sensitive, no leading questions, facts, record facts as stated, no assumptions.		
8.	Imagine that you were in a team meeting and you disagreed with the judgements that were being discussed. What would you do?	Say what you think, opinion is evidence based. Once decision is made everyone in the team must endorse it.		
9.	What would you do if during the feedback to the governors the headteacher said they disagreed with the provisional judgements and didn't think that the feedback reflected their school?	HT should already know and have had a chance to discuss it and produce evidence to support their view - no surprises. Ultimately it is the inspection team's decision, taking into account all the evidence. Refer to complaints policy.		
10.	Are you a practising Catholic as defined in the document "Definition of Practising Catholic"? A yes or no response is required.			

Chair of Panel

Are you prepared to :

- Obtain an enhanced DBS
- Subscribe to the DBS Update Service
- Attend all mandatory training
- Undertake at least one inspection per term

Do you have any questions you would like to ask us?

Thank you

Template 9: Interview summary assessment grid

Applicant	
Panel Members	
Date of Interview	

Essential Requirements			
	Evidence Source	Criterion Met?	Notes
Practising Catholic	Priest's reference		
First degree	Application form		
Qualified teacher	Application form/Professional reference		
Inspectorate application form fully completed			
Permission from chair of governors or chair of directors to inspect indicated	Application form		
Professional reference received			

Professional eligibility			
Either	Evidence source	Which criterion met?	Notes
1. A current or recent holder of one of the posts required to be filled by a practising Catholic in the Bishops' memorandum in a fully compliant Catholic school judged to be good or better under statutory and denominational inspection; or	Application form/Professional reference		
2. A current assistant headteacher in a Catholic school judged to be good or better under statutory and denominational inspection; or			
3. A current or recent holder of a relevant and equivalent high-level leadership or advisory position within education; or			
4. In exceptional circumstances, an experienced Catholic Schools Inspector (or an inspector from an equivalent predecessor inspectorate) who has attended all mandatory training and has continued to be actively involved in Catholic education.			

Discretionary scoring key	
1.	Strong evidence of meeting the criteria
2.	Evidence of meeting the criteria
3.	Some evidence of meeting the criteria
4.	Minimal evidence of meeting the criteria
5.	No evidence of meeting the criteria

Personal Qualities and Skills	Evidence source	Score 1-5 (optional)	Notes
Can demonstrate a deep understanding of Catholic education	Supporting statement/interview		
A strong personal commitment to Catholic Education	Supporting statement/interview		
Competence in IT and confident in using Microsoft Office, including formatting documents.	Application form/supporting statement/interview		
Ability to communicate effectively and sensitively, in writing and speech.	Supporting statement/interview/professional reference		
Express judgements clearly and robustly backed with strong evidence	Supporting statement/interview/professional reference		
Respect diversity, inclusion and equality	Supporting statement/interview/professional reference		
Communicate with clarity and honesty as an effective team member and deliver findings with conviction, clarity and sensitivity	Supporting statement/interview/professional reference		

Template 10: Letter to successful applicant

Dear [NAME],

On behalf of the Arch/Diocese of [NAME] I am pleased to confirm that you have been successful in your application to be recommended for the national training programme to become an inspector for the Catholic Schools Inspectorate.

As you know, successful completion of this training will enable you to inspect schools in all dioceses in England and Wales, although it is likely that most inspectors will work within their regional hub.

The appointment as an inspector is subject to a satisfactory Enhanced DBS Check (including a barred list check for those inspectors, and only those inspectors, who will regularly carry out more than three days of inspection in any thirty-day period), registration with the Update Service, and a commitment to complete all mandatory inspection training in the future.

I am very pleased that you are willing to serve our schools in this important way and look forward to working with you in the future.

With best wishes,

Yours sincerely,

Arch/Bishop or his authorised representative

Template 11: Letter to unsuccessful applicant

Dear NAME

Thank you for your application for the post of inspector for the Catholic Schools Inspectorate. We appreciate the time and commitment you have taken to make your application.

However, on this occasion, the panel has decided not to pursue your application further. [Insert brief explanation of reasons here and indicate whether they would be welcome to apply again in the future]

You are, of course, welcome to discuss this with [NAME] who has offered to debrief you on your application. She/He can be contacted at [EMAIL ADDRESS] or [TELEPHONE NUMBER].

If you are dissatisfied with this response to your application, you may raise your concerns by making an appeal. To do so, you must email [NAME] at [EMAIL ADDRESS] within 10 working days in school term time from the date of this letter, providing your specific reasons as to why you are dissatisfied with this outcome and what resolution you are seeking.

Thank you again for your interest in joining the Inspectorate and we wish you well for the future.

Yours sincerely,

Catholic Schools Inspectorate Coordinator

Template 12: Letter outlining DBS steps for newly trained inspectors

Dear [Name]

Now that you have successfully completed the inspector training we need to ensure that:

- you hold an enhanced DBS check certificate
- that the certificate was issued without any information that would preclude you from undertaking the work of the inspectorate
- that you are registered on the DBS Update Service

Once all three things have been confirmed, you can be issued with a licence to inspect. Once you hold this licence, then your name is included on the register of licensed inspectors, and you are permitted to inspect in any diocese in England and Wales. As long as you continue to subscribe to the Update Service (for a small annual fee), your enhanced DBS will be portable between dioceses and any diocese who wishes to check your DBS status can do so using the Update Service. If you fail to maintain your subscription to the Update Service, then you will cease to be eligible to inspect and your licence will be suspended for as long as this state of affairs persists.

DBS steps for newly trained inspectors:

1. If you are already subscribed to the Update Service at the enhanced level or above, please confirm that you are happy for us to carry out an Update Service check and please send us:
 - the certificate number of the DBS certificate that you used to register with the Update Service
 - your date of birth
2. If you are not already subscribed to the Update Service, then a new enhanced DBS check will need to be carried out [insert diocesan processes for this here]
3. Once you have been issued with the enhanced DBS certificate then you must register with the Update Service as soon as possible and no later than 28 days following the issue of the enhanced DBS certificate. Failure to do this in time will mean that another enhanced check will need to be carried out at additional cost and delay. Please register with the Update Service here:
<https://secure.crbonline.gov.uk/crsc/apply>
4. At the point of registration, you will be issued with an Update Service ID. This is unique to you, and you must make a secure note of it at the point of registration. It cannot be retrieved online, so please make sure you do not lose it. You are the only person who can legally have access to that ID and it is your responsibility to store it securely and not lose it.
5. You are responsible for keeping your registration to the Update Service active whilst you are part of the Catholic Schools Inspectorate. Should your subscription to the service expire, your role within the inspectorate will be paused until you complete a new DBS check and re-register onto the Update Service at your own expense. To prevent this from happening, we recommend that you select the option to automatically renew your subscription when you initially register on the Update Service. If you do not select auto-

renew, then it will be your responsibility to ensure that you renew your subscription within 30 days of the end of the subscription period. We will check with you annually to confirm that your registration to the Update Service has been maintained. To do this you will need to send a screen shot of the confirmation of your subscription renewal from the Update Service.

Further information about the Update Service can be found here:

<https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>

Template 13: Evaluation of shadow inspectors

Name Inspection..... Date

1. Gathering evidence

Criteria	Fully met	Partially met	Comment
1.1 The shadow inspector works efficiently and is effective at gathering, analysing and interpreting evidence. 1.2 He/she ensures that the evidence is comprehensive and evaluative throughout. 1.3 Inspector records follow the relevant inspection handbook guidance closely.			

2. Determining judgements

Criteria	Fully met	Partially met	Comment
2.1 The shadow inspector's judgements are accurate and supported by evidence. 2.2 He/she applies the evaluation criteria consistently so that judgements accurately reflect the effectiveness of the school.			

3. Communicating clearly

Criteria	Fully met	Partially met	Comment
3.1 The shadow inspector's written and oral communications are clear and convincing. 3.2 She/he skilfully adapts the communication style to suit the audience well. 3.3 Team and individual instructions are followed closely and supported by high quality written records.			

4. Behaving professionally

Criteria	Fully met	Partially met	Comment
<p>4.1 The shadow inspector's professionalism and thoroughness exemplify the professional standards required by the Catholic Schools Inspectorate</p> <p>4.2 She/he is professionally knowledgeable, providing a highly reliable point of reference for others.</p> <p>4.3 The handbook and code of conduct are followed rigorously during the inspection.</p>			