



St Joseph's Catholic Primary School



Teaching Assistant

St Joseph's Catholic Primary School

STJO/045

Closing date: Midday, Sunday 3rd June 2018



Advert	3
Job description	4
Person specification	7
How to apply	8
Guidance and Policies	9





St Joseph's Catholic Primary School

Highgate Hill, London N19 5NE
www.st-josephs.islington.sch.uk
Telephone: 020 7272 1270
office@st-josephs.islington.sch.uk



Teaching Assistant

Grade: Scale 3-5, Spine Point 14-25 Subject to experience

Actual Salary Range: £16,980.24 - £21,362.94 per annum

Part Time, 32.5 hours per week, 8:30-3:30 – 30 mins lunch

Term Time Only

Required for September 2018

The Governors are seeking to appoint talented, enthusiastic Teaching Assistants to join our hard working, experienced and dedicated team. We are looking for someone who

- Is a practising Catholic or willing to support the strong Catholic ethos of our school.
- Can provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils,
- Is an outstanding practitioner committed to encouraging all pupils to make exceptional progress and has high expectations of the behaviour of all pupils.
- Has excellent experience, organisation and communication skills.
- Will provide support for pupils welfare and to support the inclusion of pupils in all aspects of school life.
- Is a team player who has a good sense of humour and is flexible.
- Has a desire to work in an outstanding school, supporting the long term vision of the Executive Headteacher and Senior Leadership Team.

We are particularly interested in applicants who have experience in EYFS and Key Stage 1. Ideally, candidates would hold a valid qualification at Level 3 for working in Early Years.

St. Joseph's is a Catholic school and in undertaking your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

We offer:

- Enthusiastic and responsive pupils.
- A recently refurbished school building.
- An amazing outdoor learning environment.
- Support in continuing professional development.
- Part of a dynamic professional friendly team

Visits to the school are welcomed. Please contact Louise Palmer to arrange an appointment on 020 7272 1270 or email office@st-josephs.islington.sch.uk.

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need assistance please email the HR Team at schoolsrecruitment@islington.gov.uk quoting reference number **STJO/045**.

Closing Date: Midday, Sunday 3rd June 2018

Interviews: Commencing Monday 11th June 2018

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



JOB DESCRIPTION

POST TITLE: **TEACHING ASSISTANT LEVEL 1**

GRADE: **Scale 3**

DEPARTMENT: **St Joseph's Catholic Primary School**

RESPONSIBLE/REPORTING TO: **Deputy Headteacher**

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

St. Joseph's is a Catholic school and in discharging your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

This will involve:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, prayer services, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, and prepare resources.
4. Support the programmes for teaching of Literacy and Numeracy and assist pupils to access the full curriculum.
5. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.
6. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.

7. Provide first aid to pupils as necessary, in accordance with school policies.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. Supervise pupils in the playground at break times and lunch times and organise play activities.
10. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
11. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support or training in particular areas of SEN, in aspects of Literacy, Numeracy, or other curriculum areas, in behaviour management or particular areas of learning need. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support and know how to respond appropriately.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.



JOB DESCRIPTION

POST TITLE:

TEACHING ASSISTANT LEVEL 2

GRADE:

Scale 4

DEPARTMENT: St Joseph's Catholic Primary School

RESPONSIBLE/REPORTING TO: Deputy Headteacher

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

St. Joseph's is a Catholic school and in discharging your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

This will involve:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, prayer services, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
4. Support the programmes for teaching Literacy and Numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Observe pupils' performance, and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.

7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Provide first aid to pupils as necessary, in accordance with school policies.
9. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
10. Under the direction of the Class Teacher, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
11. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils.
12. Supervise pupils in the playground at break times and lunch times and organise play activities.
13. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
14. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee.

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support or training in particular areas of SEN, in aspects of Literacy, Numeracy, or other curriculum areas, in behaviour management or particular areas of learning need. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Understand the specific learning and physical needs of the pupils you support, and know how to respond appropriately.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs



JOB DESCRIPTION

POST TITLE: **TEACHING ASSISTANT LEVEL 3**

GRADE: **Scale 5**

DEPARTMENT: **St Joseph's Catholic Primary School**

RESPONSIBLE/REPORTING TO: **Deputy Headteacher**

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

St. Joseph's is a Catholic school and in discharging your duties you should do so in a manner which will maintain and develop the Catholic ethos of the school, in accordance with the teachings of the Catholic Church, and which will realise the Mission statement of the school.

This will involve:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, prayer services, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, Special Educational Needs or Statements of SEN, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to plan and organise learning activities. Help to develop and prepare resources, and plan and implement strategies for teaching and learning for individuals and groups of pupils, taking into account their specific needs, including Special Educational Needs.
4. Support the teaching of Literacy and Numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Monitor the progress of identified pupils, keep written records consistent with school

systems and provide the teacher with feedback on pupil progress in relation to provision.

6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy. Contribute to programmes of support for identified pupils.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Provide first aid to pupils as necessary, in accordance with school policies.
9. Communicate and liaise with other members of the school staff and act as co-ordinator/link person to other teaching assistants.
10. Disseminate information to support staff in order to ensure the most effective provision for pupils' academic, emotional and social development and act as mentor to newly recruited Teaching Assistants.
11. Under the direction of the Class Teacher, communicate and liaise with professionals from outside the school and implement their advice in provision for individuals or groups of pupils.
12. Under the guidance of the SENCO, contribute to setting IEP targets and to IEP reviews. Attend and contribute to meetings to review pupils' progress, and contribute to written reports.
13. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils, e.g. by acting as key worker or implementing home-school liaison systems.
14. Supervise pupils in the playground at break times and lunch times and organise play activities.
15. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
16. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee
17. Undertake an area of responsibility e.g. act as co-ordinator for other teaching assistants, co-ordinate training programmes as directed by the headteacher (or representative).

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake training as may be required to enable you to provide the school with effective support or training in a particular areas of SEN, in aspects of Literacy, Numeracy, or other curriculum areas, in behaviour management or particular areas of learning need. Training

may be provided centrally or in school.

4. Within your contracted hours, attend staff meetings as required.
5. Understand the specific learning and physical needs of the pupils you support, and know how to respond appropriately.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. Be prepared to supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

APPENDIX B - PERSON SPECIFICATION GRID FOR TEACHING ASSISTANTS

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
Uphold and nurture the development of the Catholic faith of pupils.	*	*	*
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).	*	*	*
Attend induction training and training relevant to the post.	*	*	*
Attend school training sessions.	*	*	*
Experience of working with children (either paid or unpaid capacity) preferably in an education setting.	*	*	*
Willingness to undertake NVQ training as appropriate.	*	*	*
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.	*	*	*
Able to form and maintain appropriate professional relationships and boundaries with children and young people.	*	*	*
Ability and willingness to work as part of a team	*	*	*
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	*	*	*
Ability to communicate effectively with a range of people.	*	*	*
Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).	*	*	*
Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).		*	*
Ability to deal with sensitive information in a confidential manner.	*	*	*
Willingness to administer basic first aid.	*	*	*
Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.	*	*	*

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	*	*	*
A commitment to deliver services within the framework of the school's equal opportunities policy.	*	*	*
Understanding of and commitment to work within the scope of all school policies and procedures.	*	*	*
Knowledge & understanding of the school's health and safety policy.	*	*	*
An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.		*	*
Willingness to attend and participate in meetings to review pupil progress.		*	*
An awareness of the learning and physical needs of the pupils.		*	*
Ability to monitor and evaluate pupils' performance.			*
Ability to update and maintain accurate pupil records using the school's systems in place.			*
Ability to deliver Literacy and Numeracy activities to groups of pupils.		*	*
To induct new TA's.			*



How to apply

RE: Teaching Assistant

Application Deadline

Completed application forms must be received by **Midday, Sunday 3rd June 2018**. Please note that late applications will not be accepted.

- Apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



ISLINGTON

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the application form and personal statement online. Alternatively, you can complete the hard copy application form in black ink.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

Islington Schools operates a disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an enhanced disclosure with barred list information will be activated before your first day of work.

Posts that involve such access include: all school based posts, youth workers, early years service posts, education psychologists, education welfare officers as well as all office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record either to the school or to a member of the Islington Schools Human Resources team. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred. If applicable, you will be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you send your completed application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.