



## **Individual Needs Assistant Vacancy**

**Would you like to be part of our friendly and supportive 'Team St Lens'?  
Are you committed to the development and achievement of all pupils?**

**If you passionate about working with children and have the ability to build a good rapport with young people our Individual Needs Assistant role is for YOU!**

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St Leonards CE Primary Academy are looking to appoint an Individual Needs Assistant to work in EYFS/KS1. Our popular, inclusive Church Academy, which is part of The Diocese of Chichester Academy Trust, was graded by Ofsted in October 2021 as 'Good' in all areas.

The successful candidate will be joining a strong team supporting learning. You should be a passionate individual who is motivated to work both within the classroom and independently to allow our pupils to fulfil their potential. You will be required to work 1:1 with children with Special Educational Needs. The successful applicant will work under direction from the teacher, as well as our Inclusion Manager, and will be supporting children with autism and speech, language and communication needs.

It is essential that our INAs are effective team players but are also able to work on their own initiative and be adaptable in this busy and broad role.

You will also be expected to supervise the lunchtime period either inside or outside and administer first aid as required (training will be given).

Ideally, you will have a range of strategies to support pupils with SEND and strong behaviour management experience. A Level 2/3 NVQ is desirable however, we will offer full training to support your role.

In return we can offer you strong training opportunities working within a friendly and supportive learning environment in our amazing facilities including a large forest school.

**We have two vacancies, one fixed term contract until 22<sup>nd</sup> July 2025 and one permanent.  
30 hours per week,  
term-time only, Monday - Friday, 8.45am - 3.15pm with a 30 minute unpaid lunch break.**

**You will be paid on the Single Status pay scale Grade 3,  
Scale Point 7, £24,027 pro-rata (Actual salary £16,831)**

The academy has a commitment to equality and diversity and encourages recruits from a diverse background to apply.

If you would like further information about our school please visit our website, [www.stlens.org](http://www.stlens.org). If you would like to arrange a school visit or have any questions, please email Melissa Davey our Business Manager at [mdavey@stlens.org](mailto:mdavey@stlens.org) Unfortunately, CV's will not be considered.

**Closing date for applications – Friday 10<sup>th</sup> January 2025 @ 9am**

**Interviews – TBC**

**Start date - As soon as possible\***

\*upon receipt of satisfactory references and completed DBS check

In accordance with current GDPR compliance we will not keep any details or application forms on file once the position is filled.

### **Safeguarding**

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) (<http://www.gov.uk/disclosure-barring-service-check>).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

### **Additional Information**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.