

St Paul's CE Academy

"Where love and learning meet."

**WE ARE
RECRUITING**



Individual Needs Assistant (INA)

Why work at St Paul's?

We are a thriving and vibrant primary academy educating approximately 673 children, including our nursery. We are an inclusive church school, which is part of the Diocese of Chichester Academy Trust.

Within a Christian environment, we aim to provide a beacon of light to guide children on their journey through life, equipping them with the values, which will lay the foundations for future development.

Every adult is committed to being inspirational; sharing their knowledge, interest and passions; creating life-long learners who are confident exploring, navigating and developing their understanding of the world around them.

We aim to recruit high calibre staff who are committed to achieving the highest standards. The successful candidate must also be reflective and have the ability to contribute to the school's journey towards Outstanding.

We need you!

We have a vacancy available for an Individual Needs Assistant to join our popular, inclusive Church academy starting ASAP.

The successful candidate will be supporting pupils as required across the Academy, working closely with the class teacher to provide support for learning as well as consistent pastoral and behavioural support. You will have a knowledge of supporting pupils with SEND -including Autism and Speech, Language and Communication difficulties.

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 have a range of strategies to support pupils with SEND and strong behaviour management experience. A Level 2/3 NVQ is desirable.

We have a large inclusion department with friendly and supportive staff, who have a wealth of expertise, and we are committed to the continued professional development and training for all staff.

The permanent position is for 32.5 hours per week, term time only, Monday - Friday, 30-minute unpaid lunch break. You will be paid on the Single Status pay scale (Grade 3, scale point 7, £22,737 pro rata, per annum). Actual salary will be £17,178 per annum.

Further details and an application form are available on our website, www.stpaulsceacademy.org. Unfortunately, CV's will not be considered.

Come and join our dedicated professional team. 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 academy please visit our website, <https://www.stpaulsceacademy.org/>. We welcome visits so if you would like to see our school or have any questions, please email Tracy Webb our Head of Administration at twebb@stpaulsceacademy.org or call 01424 424530.

- **Closing date: Wednesday 4 September 2024 @ 9a.m.**
- **Interviews: Wednesday 11 September 2024**
- **Email completed application form to: twebb@stpaulsceacademy.org**

In accordance with current GDPR compliance we will not keep any details /applications 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).
- 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.