



**Benfield and Hangleton**

**Federation**

Benfield Chair: Mark Goodson

Executive Head: Emma Lake

Dear Applicant

Thank you for responding to our advertisement for the post of Teacher within the Hangleton & Benfield Federation

We enclose a recruitment pack containing all the relevant information you will need to make your application:-

Job description

Person specification

Application form

Information about the schools can be found on the school website at [www.hangleton.brighton-hove.sch.uk](http://www.hangleton.brighton-hove.sch.uk) / [www.benfield.brighton-hove.sch.uk](http://www.benfield.brighton-hove.sch.uk)

Please note that the criteria within the person specification describes the essential skills, ability, experience and qualification needed in order to carry out the duties of the post. Your statement on this is therefore very important as it is your opportunity to demonstrate these skills. Use the person specification criteria as headings when writing your statement and where applicable, give examples of situations when you have used the skills and attributes detailed. This can be in bullet-point form or prose, but should be no longer than **2 sides of A4 paper**.

It is very important that your application is in the format requested as candidates will be short-listed on the person specification criteria alone.

The closing date for applications is **noon Friday 10th November 2023**

 **Please send your completed application form and posted directly to either school. (or by email to jobs@hangleton.brighton-hove.sch.uk )**

The interviews will be during November If you have not heard back from us by 1st December 2023 you can assume that you application was not successful.

Thank you once again for the interest you have shown in this post.

Yours sincerely



**Emma Lake**

**Executive Head**