



Date: As postmark

Dear Candidate,

Thank you for your enquiry regarding the Individual Needs Assistant/MDSA vacancy at West Hove Infant School. The successful candidate will work as an INA every morning, working one to one with pupils who display a range of needs including very challenging behaviour and/or complex, physical, medical and cognitive needs.

You may also be asked to support the class more generally during your working hours, including working with small groups.

The Midday Supervisor post, every lunchtime, will also be part of this role

**Previous experience of working in an infant/primary school setting is essential.**

West Hove Infant School is a very successful and happy school. It is one of the largest infant schools in Brighton and Hove, across two sites.

Please find enclosed all the information you will need to make your application:

Copy of Advertisement  
Job Description  
Person Specification  
Application Form and guidance notes  
Knowledge, Skills and Experience grid

When completing section 5 of the application form – 'Knowledge, skills and experience relevant to the post', please use the grid provided. It is important that you provide evidence for each statement on this form.

The closing date for applications is **Monday 1<sup>st</sup> July at 12 noon**. Shortlisting will take place and successful candidates will be contacted thereafter. If you are shortlisted, interviews will be conducted on **Monday 8<sup>th</sup> July 2019**. It is not our policy to share why an applicant did not get shortlisted.

West Hove Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and children to share this commitment.

We look forward to receiving your completed application form.

Yours sincerely,

Mrs Wendy Harkness  
Headteacher

