

Candidate Information Pack

Job Title

Safeguarding and Family Liaison Lead

Location

Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Safeguarding and Family Liaison Lead to join us and become part of our successful team, giving the very best support to our community every day, because Ingfield Manor School believes in 'fulfilling potential' of every learner. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people.

We are committed to providing an excellent education for all learners so that we can equip them with the skills and strategies to live as independent a life as possible in the future. Ofsted inspected us in October 2023 and recognised that the school continues to offer a GOOD quality of education and safeguarding is effective. The inspection noted staff care deeply for pupils and understand their needs very well. In addition, staff dedication, warm and trusting relationships between adults and students, teachers who listen and make learning fun, an innovative curriculum, a tailored approach to the needs of students, positive engagement and students who go home happy.

In this role you will gain a wealth of experience, and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Ingfield Manor team? I am really looking forward to receiving your completed application.

Yours sincerely

James Winchester
Principal



Ingfield Manor School is a non-maintained special school and part of Salutem Care and Education who have services across England and Wales supporting adults and children in residential and educational Environments.

Based in its our own idyllic grounds, Ingfield Manor School offers extensive specialist facilities with the aim to provide an exceptional learning environment, helping children and young people fulfil their potential. Facilities include woodland and outdoor classroom space, high specification sensory room and swimming pool.

At Ingfield Manor School, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment that enables children and young people to flourish and grow.

Our IMS provision caters for students aged 3–19 years with neurological motor impairment such as Cerebral Palsy and associated medical and sensory needs. Following the Conductive Education approach, Ingfield Manor School focuses on the holistic development of everyone, including their physical and communication skills.

Our Woodview provision is for secondary aged students with special educational needs including speech, language, and communication needs (SLCN) and autistic spectrum conditions (ASC).

We also have Beaumont Sussex on our campus, a Post-19 college for special educational needs and students with physical disabilities which is part of Beaumont College which offers pathways for students as they Prepare for Adulthood.


We are immensely proud of our school and our community. We are committed to providing the very best for young people while they are with us, helping them to develop the knowledge, skills, confidence and aspiration to succeed throughout their lives. We know that our staff team make the school what it is today and are the key to a successful future. Staff are well supported by the leadership team and are offered opportunities to progress. We know that each and every one of our staff have a pivotal role to play and we believe in supporting everyone to fulfil their potential. Ingfield Manor School is a rewarding place to work, and staff report high levels of job satisfaction.

Through working for Salutem we offer a comprehensive range of employee benefits designed to support you in various aspects of your life through our benefits platform Salutem Extras.

Some of these benefits include free online GP access for you and your family, ensuring that healthcare is readily accessible when you need it most. Additionally, our free employee assistance programme extends its support to both you and your partner, providing essential services such as counselling, financial advice, and legal guidance.

Ingfield Manor School has convenient road links and is a 15-minute drive from Horsham. There is a bus stop 10-minute walk from the school, a large car park for those travelling by car.

New employees joining Ingfield Manor School are guaranteed a warm welcome from the community. Our motto is that 'Fulfilling Potential' and we strongly believe that this should include our entire school community. We look forward to getting to know you better and helping you to play your part in providing the very best to our young people.



Job Description

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Reporting To: Principal

Location: Ingfield Manor School

Job Overview

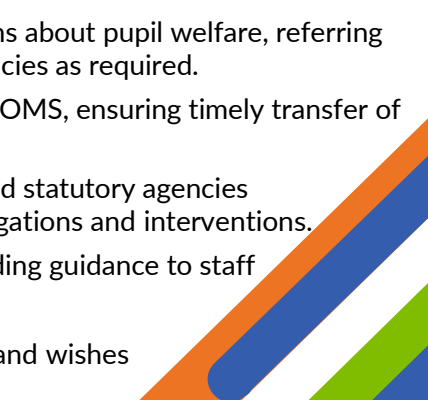
The Safeguarding and Family Liaison Officer (SFLO) at Ingfield Manor School plays a pivotal role in ensuring the safety, welfare, and well-being of all pupils within this specialist educational setting. Serving as a Designated Safeguarding Lead (DSL), the SFLO is responsible for coordinating safeguarding procedures, supporting families, and managing behaviour strategies in line with statutory guidance and the school's vision and values. Given the complex needs of our pupils—who include children with neurological motor impairments, speech and communication needs, and those in residential care—the SFLO must provide sensitive, knowledgeable, and proactive support that promotes inclusion, safety, and positive outcomes for all pupils and their families.

Hours Monday to Friday, 40hrs/week (52 week)

Salary: £40,000

Job Responsibilities

Safeguarding Leadership and Compliance

- Act as Designated Safeguarding Lead, working with the Deputy Designated Safeguarding Leads in all child protection matters.
 - Work as part of the Senior Leadership Team
 - Update and manage the school's Child Protection Policy annually, ensuring compliance with national (KCSiE) and local safeguarding protocols.
 - Ensure all staff are aware of and understand safeguarding policies and procedures, delivering induction and annual refresher training sessions.
 - Respond promptly and appropriately to disclosures or concerns about pupil welfare, referring cases to Local Authority Children's Social Care and other agencies as required.
 - Maintain accurate, confidential safeguarding records using CPOMS, ensuring timely transfer of information for new starters and leavers.
 - Facilitate effective information sharing between the school and statutory agencies (Police, Social Care, LADO) to support child protection investigations and interventions.
 - Support the school's compliance with the Prevent duty, providing guidance to staff on identifying and preventing radicalisation.
 - Promote a culture of listening to pupils, ensuring their voices and wishes are central to safeguarding decisions.
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Job Responsibilities

Safeguarding Leadership and Compliance

- Stay informed of legislative changes and best practices in safeguarding, undertaking continuous professional development.

Positive Behavior Management

- Lead the school's positive behaviour management strategy, ensuring adherence to trauma-informed, pupil-centred approaches.
- Deliver PBM Pro training to staff and support the development of individual Positive Behaviour Support Plans tailored to pupils' needs.
- Collaborate closely with Head of School for IMS/Woodview and teaching staff to support pupils affected by safeguarding or welfare concerns, promoting their educational engagement and progress.

Family Liaison and Multi-Agency Coordination

- Act as a key point of contact and support for families, fostering positive relationships to promote pupil welfare and engagement.
- Initiate and coordinate Early Help Assessment (EHA) referrals and lead Team Around the Family (TAF), Child Protection (CP), and Child in Need (CIN) meetings as appropriate.
- Work alongside keyworkers, tutors, staff, and external professionals to support a multidisciplinary approach to pupil support and safeguarding.
- Keep the Principal fully informed of safeguarding and family liaison matters within the remit of the role.

Skills and Competencies

- **Safeguarding Expertise:** In-depth knowledge of child protection legislation, KCSiE statutory guidance, and local safeguarding procedures.
- **Communication:** Excellent interpersonal skills to effectively liaise with pupils, families, staff, and external agencies with sensitivity and professionalism.
- **Confidentiality:** Ability to handle sensitive information discreetly and maintain strict confidentiality at all times.
- **Organisational Skills:** Strong administrative and record-keeping abilities, proficient in CPOMS or similar safeguarding software.
- **Multi-Agency Working:** Experience coordinating with social care, health professionals, and other agencies to support pupil welfare holistically.

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Job Responsibilities

Skills and Competencies

- Behaviour Management: Understanding of trauma-informed approaches and positive behaviour support strategies suitable for pupils with complex needs.
- Problem Solving: Ability to manage complex situations calmly, make sound decisions, and escalate concerns appropriately.
- Empathy and Resilience: Commitment to supporting vulnerable pupils and families, demonstrating patience, empathy, and resilience in challenging circumstances.
- Knowledge of Special School Context: Understanding of the unique safeguarding considerations for pupils with neurological motor impairments, speech and communication needs, and residential care settings.

Professional Development

Ingfield Manor School is committed to fostering continuous professional growth. The Safeguarding and Family Liaison Officer will have access to:

- Regular safeguarding and child protection training, including updates on legal and procedural changes.
- Opportunities to develop skills in multi-agency working, behaviour management, and family engagement.
- Support for relevant qualifications or professional accreditations aligned with the role.
- Participation in leadership development programmes, reflecting the school's vision to empower staff to make a positive impact on pupil outcomes.

Safeguarding

Safeguarding is at the heart of Ingfield Manor School's ethos. The Safeguarding and Family Liaison Officer holds a critical role in:

- Ensuring the protection, safety, and welfare of all pupils in line with statutory requirements and the school's safeguarding framework.
- Acting as a trusted point of contact for pupils, families, and staff on safeguarding concerns, ensuring timely and appropriate responses.
- Promoting a culture where pupils feel safe, heard, and supported, particularly those with complex needs and vulnerabilities.
- Collaborating with the Designated Safeguarding Lead and external agencies to safeguard children effectively and uphold the school's commitment to child protection excellence.

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Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Knowledge, skills and competency

Area	Essential	Desirable
Experience	At least 3 years' experience as a DSL in a education setting Experience of working with children and young people Experience of developing behavior support plans for children with SEND	Experience of children with communication difficulties, ASD and ADHD Experience working with children and young people with SEN
Education / Training / Qualifications	A comprehensive portfolio of CPD related to Safeguarding and Child Protection	Leadership related Qualification
Special Knowledge	Demonstrable knowledge of the principals involved in giving advice and guidance to children, including the place of confidentiality. Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work. Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable children and families. Detailed knowledge and understanding of Safeguarding and Child Protection including relevant national policies and their application in practice. Demonstrable experience of acting as a source of support, advice and expertise for staff Understand relevant data protection legislation and regulations Up to date knowledge of online safety and risks posed to children in the virtual world and how this can cross over into the real world	Carrying out risk assessments

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Knowledge, skills and competency

Experience	Essential	Desirable
Skills – Disposition	<p>Ability to produce concise and complex reports</p> <p>Demonstrable experience of working effectively with vulnerable children within an education setting or other related area</p> <p>Extensive experience of working effectively with the parents /carers of children</p> <p>Ability to prioritise and manage own workload</p> <p>Ability to meet reporting deadlines</p> <p>Ability to work as part of a team</p> <p>Ability to use recording databases, word processing packages and the internet</p> <p>Flexibility to work irregular hours, on rare occasions, to meet the needs of children, young people and their families</p> <p>A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of children from minority ethnic communities.</p>	
Working Arrangements & Personal Availability	<p>Flexibility</p> <p>Full Time Hours of work 40 – 52 weeks inc. holidays</p> <p>Willingness to undertake training and development</p>	

We hope you have found this pack useful. Please do take a look at our website as well for more information and to see lots of images of our staff and young people, to help you get a feel for the work of the school - <https://www.ingfieldmanorschool.co.uk/>

For further information please contact James Winchester, Principal by phone 01403 782294 or email james.winchester@ambitoeducation.co.uk

Data Protection:

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and record retention policy.

Closing Date: 1st September

Interviews: w/c 8th September 2025