

Candidate Information Pack

Job Title

Teaching Assistant

Location

Woodview at Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Teaching Assistant 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 with motor neurological difficulties.

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 students 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

Liz Brown
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 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 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 10 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

Job Title	Teaching Assistant
Reporting To	HLTA
Location	Woodview

Job Overview

To provide a high-quality education support service to students, in accordance with company policies, procedures and practices and the standards set by the regulatory body.

Hours	40 hours per week. Term Time only (39 weeks)
Salary	£22,121 - £24,084 pa (£12.40- £13.50 per hour). (FTE 52wks £25,792 - £28,080). <i>Dependent upon experience</i>

Job Responsibilities

- To support the class teacher in order to ensure the delivery of a high-quality education for all students ensuring all relevant education policies and procedures are implemented in full.
- To provide relevant and appropriate support to students, on an individual or group basis, in order to enable them to access the curriculum as independently as possible.
- To support the class teacher in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with ASC / SCLN /Complex Needs.
- To work collaboratively with the class teacher to adequately plan to ensure the safety of students in line with risk assessments, while both on and off site.
- To produce appropriate and effective resources/teaching aids at the request of, and following a brief provided by the class teacher and/or tutor.
- Assist some learners in developing or refining their 'independence' skills, which may be inclusive of assisting with personal care elements.
- To promote, in line with company policies, the physical, educational and moral development of the students To ensure that the available equipment and resources are used, stored and maintained efficiently, reporting any maintenance issues to the appropriate staff.
- To support the teacher to write, update, implement and evaluate documentation relating to the individual student.
- To contribute to and help implement developments that relate to the School Development Plan.
- Participate in the staff training and development programme.

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Job Responsibilities

- To keep up-to-date with specified subject area, educational practice and SEND-related information.
- Work with and manage sensory needs, enabling learners with a 'sensory diet' and / or to adopt self-regulatory strategies as appropriate and advised by the professional team.
- To make, use and keep records in accordance with company policies and procedures and standards set by the regulatory body
- Liaise with staff from other departments to provide a consistent approach to all aspects of learner education.
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education of learners.
- Ensure that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant line manager or appropriate person.
- Always operate in accordance with company policies and procedures, with particular reference to safeguarding, child protection, whistleblowing, complaints and representations and behaviour policies.
- Participate in team meetings, supervisions and annual reviews in accordance with company policy and the standards set by the regulatory body.
- Work to promote the school as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- To work to and exhibit the values of the company and maintain standards of behaviour in accordance with company policies, procedures and practices.

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Salutem's vision and comply with the policies and procedures of Salutem and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Salutem Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

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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
Professional Qualifications	Willingness to work towards further qualifications as required Undertake relevant group induction training on commencement	Level 3 Certificate in Supporting Teaching and Learning in Schools
Knowledge	Knowledge of special educational needs and disabilities.	Strategies to teach students with special educational needs and disabilities. Child development Sensory needs Communication tools Autistic spectrum conditions Makaton
Skills	Ability to work independently and as part of a team Effective communication skills, verbal and written Ability to record information accurately Good organisational skills Basic IT skills	Supporting young people with social communication difficulties.
Experience	Working within an education setting	Experience of working with students with social communication difficulties and/or ASC
Personal Qualities	Ability to demonstrate empathy Enthusiastic about supporting children and young people. Patient and resourceful Flexible and adaptable	

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 Liz Brown, Principal by phone 01403 782294 or email liz.brown@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 records retention policy.

Closing Date: 26th January 2026 Interview: w/c 02 Feb 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role