

## Candidate Information Pack

**Job Title**

**SEND Teacher**

**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 SEND Teacher 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, within our Woodview provision supporting the needs of those students with Speech and Language Needs. Our Woodview provision is for secondary aged students with special educational needs including speech, language, and communication needs (SLCN) and autistic spectrum conditions (ASC). This provision consist of 4 year groups and we are looking for teachers to work across all year groups but predominantly in Year 8 and Year 10. This is a growing provision and you have the opportunity to support and delvier in the growth of this provision.

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.

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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.

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 '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	SEND Teacher
Reporting To	Head of School - Woodview
Location	Woodview

## Job Overview

Plan and deliver outstanding teaching and learning, manage the class team and ensure students' pastoral needs are met. Responsible for the day-to-day implementation of agreed aims and programmes reflecting the ethos of the school, you will use a range of methods to track students' progress and lead annual reviews, providing the relevant agencies with updates on students' progression towards targets.

We are looking for a teacher with experience of English or Maths teaching at secondary level but will also accept candidates who have significant experience at primary level.

Hours	Monday to Friday, 7.50 - 8.00hrs per day Term Time only (39 weeks)
Salary	£32,916 (M1) - £51,048 (U3) Dependent upon experience

*Start Date - January 2026 (will accept candidates who are available sooner)*

## Job Responsibilities

- Plan and deliver outstanding teaching and learning using proven methods and approaches that enable young people to make academic and social progression.
- Be a class tutor, ensuring pastoral needs are met and establishing excellent relationships with parents and carers.
- Be responsible for the day-to-day implementation of agreed aims and programmes reflecting the ethos of the school.
- Manage a class team.
- Use a range of methods to record and track young peoples' progress.
- Set personalised education targets and liaise with other staff to coordinate annual and termly targets
- Lead annual reviews to provide relevant agencies with updates on the pupils' progression towards targets
- Inspire trust and confidence in young people, colleagues, parents, and other professionals.
- Build team commitment with colleagues and in the classroom.
- Promote the wider aspirations and values of the school.
- Engage in whole school activities as required by the Principal.

- Adhere to all working protocols as agreed and published in the school handbook.

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### Professional knowledge and understanding

- Remain up to date with developments within the school and in education in the UK, particularly special education.
- Have the skills and attributes of nurturing, adaptability, enthusiasm, integrity, and commitment.
- Develop a collaborative ethos within your classroom which enables everyone to work to achieve common goals.
- Provide high quality teaching and learning.

### Working Together

- Working with colleagues across the school to promote the vision and values of the school to students, parents/carers, and the wider community.
- Working with all key stakeholders to ensure a consistent approach and that everyone is working together in the best interests of the child/young person.
- To comply with and actively implement Children's Services and school policies regarding health and safety, equal opportunities, and safeguarding.
- Motivate others in the classroom to work together in the best interest of our students and families.
- Offer advice / training to staff supporting the children and young people within the classroom.
- Offer advice/training to staff supporting the young people within the classroom.

### Teaching and Learning

- Drive a continuous and consistent focus on students' achievement, using school assessment systems to monitor progress.
- Manage and organise the learning environment within the classroom to ensure it reflects the school's high standards.
- Ensure that planning is child centered and takes into account the diversity of individual children/young people.
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Establish creative, responsive, and effective approaches to teaching.
- Monitor, evaluate and review the effectiveness of your own teaching.
- Ensure availability of appropriate resources to challenge and inspire learners.

- Use and integrate a range of technologies effectively and efficiently.

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### Developing self and working with others

- Promote and maintain a culture of high expectations for self and others.
- Ensure effective planning, allocation, support and evaluation of teaching and learning.
- Regularly review own practice, set personal targets, and take responsibility for own development, seeking advice and support from leaders.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve young people's learning.
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.

### Health and Safety

- Ensuring the safety of all staff and students within class team by monitoring risk assessments, planned trips and visits and any school activities with a risk potential. This includes ensuring all staff within class team are aware of potential risk factors and school procedures for managing risk effectively.

### Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Authority and school.
- Ensure you uphold all safeguarding procedures, including engaging in induction and annual safeguarding training.

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.

## Job Description

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### Our Values

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- 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

# Job Description

## Job Title

## Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development	Application Form Interview Certificates TRN
Knowledge	<p>Strategies to teach students with special educational needs and disabilities.</p> <p>The theory and practice of personalising learning to effectively meet the needs of individual students.</p> <p>The use of technology for student learning and in enabling access to teaching, learning and the environment.</p> <p>Respond positively to change and work effectively under pressure.</p> <p>Ability to work within a transdisciplinary team.</p> <p>The ability to maintain records of achievement and learning.</p> <p>The ability to set SMART targets based on assimilated learning.</p> <p>The ability to direct team staff.</p> <p>Completion of high-quality plans and reports within agreed time frame.</p>	<p>Preparing for Adulthood agenda.</p> <p>Entry level qualifications and programmes of study.</p>	Application Form Interview

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### Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Skills	<p>Excellent written and verbal communication skills.</p> <p>Promote school's vision and values.</p> <p>Use of effective strategies to motivate children and/or young people.</p> <p>Develop strong professional relationships and work within a team.</p> <p>Establish and develop close relationships with parents, governors, and external stakeholders.</p> <p>Create a happy, challenging, and effective learning environment.</p> <p>Respond positively to change and work effectively under pressure.</p> <p>Ability to work within a transdisciplinary team.</p> <p>The ability to maintain records of achievement and learning.</p> <p>The ability to set SMART targets based on assimilated learning.</p> <p>The ability to direct team staff.</p> <p>Completion of high-quality plans and reports within agreed time frame.</p>	<p>Line management of support staff.</p> <p>Strong IT skills and ability to work with different software and platforms.</p>	<p>Application Form</p> <p>Interview</p>

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### Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Experience	Good or outstanding practice working with secondary aged pupils (or older primary - yr 6) Teaching in special education. Resource management and preparation	Teaching students with social and communication difficulties/ASC/SEMH. Leading a class team	Application Interview References
Personal Qualities	Approachable Committed Empathetic Enthusiastic Organised Patient Resourceful Flexible Adaptable		Interview
Other	Commitment to the values of the organisation Able to work effectively as part of a team	Willingness to work toward other qualifications as required	Application form / Interview

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](mailto: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: 26<sup>th</sup> January 2026 Interview: w/c 2<sup>nd</sup> February 2026

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