

## Candidate Information Pack

Job Title

Occupational Therapist

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 Occupational Therapist 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 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 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	Occupational Therapist
Reporting To	Head of Therapies / Deputy Head
Location	Woodview at Ingfield Manor School

## Job Overview


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To contribute to the planning and delivery of a strategy promoting function and independence in students, enabling and supporting their learning. Responsible for the day-to-day implementation of agreed occupational therapy aims and programmes that promote students' independence, engagement, and participation in school and daily life. The role involves working collaboratively with education staff, families, and other professionals to support the physical, sensory, and functional needs of pupils within the school environment.

Hours	37.50 hours per week, Term Time Only (39 weeks)
Salary	£29,270 - £32,012 pa (FT 52wks £34,125 - £37,323) <i>Dependent on experience</i>

## Job Responsibilities

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- To be a member of a trans-disciplinary team working with a group of students, meeting all the students' needs.
  - To implement group and individual programmes in collaboration with the other professionals being actively involved in associated planning and preparation with the trans-disciplinary team.
  - Work directly with students 1:1 and in groups to support them in the development of fine motor, gross motor, sensory processing, handwriting, and daily living skills.
  - Create visual aids, task sheets, sensory resources and information sheets for students, staff and parents, adapting activities and materials to meet students' sensory, physical, and cognitive needs where necessary.
  - Record and report on student progress, behaviour, and therapy outcomes in line with professional standards, that reflect educational attainment in relation to individual occupational therapy needs, maintaining confidentiality at all times.
  - Maintain positive relationships with all students, staff, caregivers and other professionals.
  - Work collaboratively with teaching staff, support staff, and other therapists to integrate therapy strategies into daily routines.
  - Participate in multidisciplinary team meetings, training, and supervision as required.
  - To be an active team member by supporting other members, offering assistance being flexible and approachable particularly during changing service demands.
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## Job Description

Job Title

Occupational Therapist

### Job Responsibilities

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- Maintain a safe, secure and healthy work environment by establishing, following and enforcing standards and procedures, complying with legal regulations.
- Prepare, organise, and maintain therapy equipment and resources, conducting regular safety checks, and complying with health and legal regulations.
- Contribute at Reviews and other relevant meetings and to liaise with parents/guardians and external services where necessary.
- Share professional knowledge and expertise within the team and support staff training and curriculum development.
- Actively participate in supervision, training sessions, team meetings, and professional development opportunities.
- Complete all mandatory training in a timely manner.
- Demonstrate a commitment to lifelong learning by maintaining a curious mindset, actively seeking out research and resources to deepen your understanding when faced with unfamiliar concepts or challenges
- Uphold values of dignity, respect, and student autonomy in all interactions.
- Any other duties as may be reasonably directed by the Principal.

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

Job Title      Occupational Therapist

### 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**              **Occupational Therapist**

### Knowledge, skills and competency

Area	Essential	Desirable
Professional Qualifications	Qualified Occupational Therapist status and HPC registration	Registration with RCOT Further post graduate training in relevant clinical courses.
Knowledge	Knowledge of occupational therapy principles and practices.	Sensory integration
Experience	Experience working with children or young people, ideally in an SEN setting. Experience supporting neurodivergent children with sensory and functional needs.	Experience of collaborative working with a range of professionals. Experience supporting therapy-based programmes
Skills	Good communication and interpersonal skills. Ability to work independently and as part of a team. Organised, reliable, and flexible approach to work, Effective time management skills, punctuality and consistent, reliable attendance. Good IT skills for documentation and reporting. Problem-solving and decision-making skills.	Creativity to produce bespoke resources
Personal	To be empathetic, supportive and promote independence and inclusion. Act as a role model to the young people in all aspects of your working life Ability to use own initiative and be adaptable and willing to accept changing priorities.	

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](mailto:james.winchester@ambitoeducation.co.uk)

**Closing Date:** 30<sup>th</sup> June 2025

**Interviews:** w/c 7<sup>th</sup> July 2025

#### **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.