

Candidate Information Pack

Job Title	Qualified Teacher of Vision Impairment (QTVI/MSI) (Maternity Cover)
Location	Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Qualified Teacher of Vision Impairment 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

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 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 and a large car park for those travelling by car.

New employees joining us are guaranteed a warm welcome from the community. Our motto is 'Fulfilling Potential' and we strongly believe that this should include our entire 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	Qualified Teacher of Vision Impairment (QTVI/MSI) Fixed Term (Maternity Cover) from April 2025 (earlier start possible)
Reporting To	Head of School
Location	Ingfield Manor School

Job Overview

Ensure our children and young people with vision impairments (CYPVI) have appropriate resources, equipment & skills to support their development, working with members of our class teams, families, and other stakeholders so they are able to fully access the curriculum.

Hours 37.5 hours per week. Term Time only (39 weeks).
Salary M3 – M6 (£35,674 - £43,606) *Dependent upon experience*

Job Responsibilities

- Deliver planned, comprehensive, and coordinated support for our CYPVI, promoting inclusion, enabling access to learning, and learning to access.
- Be responsible for the day-to-day implementation of agreed aims and programmes reflecting the Conductive Education ethos of the school, as a member of a transdisciplinary team.
- Work seamlessly across departments and/or teams in a collaborative and constructive manner to implement the school's strategic direction.
- Demonstrate a commitment to excellent teaching and learning and deliver against the requirements of Ingfield's quality framework.
- Ensure CYPVI are fully supported to access the curriculum.
- Be an active member of a trans-disciplinary team working with a group of students, meeting all their needs.
- Train and support classroom staff in strategies and technology for individual CYPVI.
- Write and maintain vision passports for individual students.
- Carry out assessments and write reports regarding individuals' VI needs.
- Support our innovative use of technology for communication.
- Ensure that appropriate record keeping, planning and preparation take place.
- Contribute to and attend Annual Reviews, meetings etc.

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Job Responsibilities

- Liaise with IT department to ensure students have access to relevant & supportive technology & technological adaptations (including IAU vision aids)
- Set, assess and monitor termly targets linked to CYPVI EHCP.
- Take part in assessments for new provisional students and feedback recommendations.
- Liaise with external stakeholders (habilitation, medical professionals, Local Authority, Sensory Support Teams) etc.
- Support & create adapted resources (including tactile where appropriate)
- Provide good standards of physical and emotional care.
- Provide intimate care.
- Ensure the physical environment is maintained to high standards of safety, hygiene and presentation.
- Participate in the staff training and development programme
- Contribute to the development of aspects of the training programme
- Maintain good contact with parents or guardians
- Any other duties as may be reasonably directed by the Principal.
- **Equality and Diversity.** The post holder is required to ensure that they uphold the requirements of legislation and organisational policy and procedures and the training they receive in ensuring they value diversity and support fairness in the undertaking of their duties.
- **Health and Safety.** The post holder is required to ensure that they maintain their own health and safety, and support that of any colleagues, students or visitors in their environment in accordance with organisational policies and procedures and the training they receive.
- **Continuous Professional Development.** The post holder will undertake and engage positively with relevant training and personal development activities as required.
- **Team Support.** The post holder will be expected to support the work activity of all colleagues in their direct work team. Occasionally it may also be purposeful for the post holder to support other members of the school team as relevant to the competences of the post holder and in so far as this does not prevent effective delivery against the main duties detailed above.
- **Respecting Information.** The post holder is expected to respect any information that comes into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.

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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.

Knowledge, skills and competency

Area	Essential	Desirable
Professional Qualifications	Qualified Teacher Status Mandatory qualification for specialist teachers of CYPVI	Evidence of continuous INSET and commitment to further professional development
Knowledge	The theory and practice of personalising learning to effectively meet the needs of individual students The monitoring, assessment, recording and reporting of pupils’ progress. Have an understanding of the National Curriculum and the SEND Code of Practice and the implications for children with complex additional needs The statutory requirements regarding Equal Opportunities, Health & Safety and Child Protection Have an understanding of CVI Be aware of data protection and GDPR	To have a basic knowledge of cerebral palsy and awareness of disabilities Safeguarding children and adults Conductive Education and/or willingness to learn about and develop practice with regard to Conductive Education. Awareness of government policy and initiatives relating to children with Visual Impairment

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Knowledge, skills and competency

Area	Essential	Desirable
Experience	Good or outstanding teaching in Primary or Secondary. Experience of teaching children with VI. The use of appropriate technological aids (visual/auditory) to enable student learning.	Working within a trans-disciplinary team.
Skills & Competencies	Excellent written and verbal communication skills Use effective strategies to monitor and motivate learning Ability to lead and to work collaboratively Respond positively to change and work effectively under pressure Good IT and organisational skills Completion of high-quality plans and reports within an agreed time frame	
Personal Qualities	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

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 records retention policy.

Closing Date: 24th January 2025

Interviews: w/c 3rd February 2025