SALUTEM CARE & EDUCATION
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Candidate Information Pack

Job Title	Positive Behaviour Support Practitioner
Location	Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Positive Behaviour Support Practitioner 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.

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 as the Positive Behaviour Support Practitioner in the Ingfield Manor team? I am really looking forward to receiving your completed application.

Yours sincerely

Eli Wapner-Carter
Interim 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 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 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.

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Job Description

Job Title Positive Behaviour Support Practitioner

Reporting To Safeguarding & Family Liaison Lead

Location Ingfield Manor School

Job Overview

We are looking for individuals with some of the following skills, knowledge and experience:

- able to establish effective relationships with students, parents/carers, and outside agencies
- experienced in supporting students to access learning, and producing behaviour and intervention plans
- experienced in supporting people with mental health issues
- experienced in supporting people with social and emotional barriers to learning
- able to engage and motivate students
- ability to supervise students to ensure their safety and positive behaviour
- flexibility to work across the whole school as required
- excellent organisational skills
- able to perform a 'duty manager' role
- able to use initiative and lead an effective pastoral support team
- be willing to become an approved PBM/PBS trainer, where required by the school.
- lead and chair meetings and training

To work and lead other staff as part of a professional team to provide the highest quality holistic support to our students who need particular help to overcome barriers to learning. Students may have a range of moderate, severe, profound and multiple learning difficulties and/or behaviour, social, communication, sensory or physical difficulties. Providing timely support and advice to colleagues is also a key operational part of the role. The post holder will also be trained in physical and restrictive interventions supporting the college in its trauma informed approach to restraint reduction.

The post holder will provide support to the school in a range of duties. Primarily, the post holder will work with the Woodview cohort and staff but as a combined site will also be expected to support Ingfield students and staff where needed.

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Job Responsibilities

1. Lead daily positive behaviour, regulation and readiness-to-learn support across Woodview provision.
2. Champion a PBS-led culture, ensuring approaches are person-centred, trauma-informed and focused on prevention, dignity and quality of life.
3. Develop, implement and review individual PBS plans, behaviour support plans and risk assessments in partnership with staff, families, therapists and safeguarding colleagues.
4. Provide direct support to students during periods of dysregulation, using agreed proactive, de-escalation and regulation strategies.
5. Coach, model and support staff in the consistent implementation of student plans, communication strategies, environmental adaptations and de-escalation approaches.
6. Lead or support PBM training, refreshers and practice development, subject to appropriate trainer status, ensuring all physical intervention practice is safe, proportionate, approved and used only as a last resort.
7. Support the school's restraint reduction approach through monitoring, review, reflective practice and staff development.
8. Follow up after incidents to check student and staff welfare, capture learning and ensure agreed actions are completed.
9. Record and review incidents using CPOMS, Nourish and other systems, producing reports that identify trends, risks, triggers and training needs.
10. Support the review of serious incidents and physical/restrictive intervention records with senior leaders ensuring safeguarding concerns are escalated appropriately.
11. Lead individual and small-group interventions to develop emotional regulation, social understanding, communication and positive relationships.
12. Work with families, external agencies and multi-disciplinary colleagues to ensure joined-up support.
13. Support safe arrival, transition and departure arrangements where required.
14. Provide organisational and administrative support to the Head of Woodview in relation to behaviour, welfare and intervention systems.
15. Support wider Ingfield provision where required, while maintaining Woodview as the primary area of responsibility.

Undertake any other reasonable duties as directed by the Principal or Head of Woodview

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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 Title Positive Behaviour Support Practitioner

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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Job Description

Job Title Positive Behaviour Support Practitioner

Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Knowledge & Skills	• Good knowledge of SEND issues and safeguarding issues. • Excellent ICT skills • Excellent communication skills, verbally and in writing. • Qualified to L3 or above or A-level or above • Knowledge of Schools MIS. • Understanding of how multi agency partners work and can be referred to. • Understanding of Positive Behaviour Support principles. • Understanding that behaviour can communicate distress, unmet need, sensory need, pain, anxiety, trauma or communication difficulty. • Ability to develop, implement and review PBS/behaviour support plans. • Ability to analyse incident data and identify patterns/trends. • Experience coaching staff in de-escalation, regulation and consistent support strategies. • Commitment to reducing restrictive practice. • Confidence working with families, therapists, safeguarding leads and external professionals	• Knowledge of Conductive Education • Knowledge of alternative methods of communication • Understanding of vulnerabilities and welfare issues that can impact students behaviour for learning. • First Aid at Work qualification. • PBM instructor/trainer status or willingness to work towards it. • RRN-aligned physical intervention training experience. • ELSA, Mental Health First Aid, trauma-informed practice or autism-specific training. • Experience working in specialist SEND, SEMH, autism, complex learning needs or PMLD provision. • Experience using CPOMS/Nourish or equivalent systems.	Application Form, Interview

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Knowledge, skills and competency

Area	Essential	Desirable	Evidence
	• Strong written recording and report-writing skills.		
Interpersonal and communication skills	• Confident in managing student behaviour • Effective in supporting others in team • Confident in working with families, colleagues, external professionals and students to address and support behaviour • Confident to express your view and train other staff • Ability to run intervention support sessions for students • Able to listen and demonstrate active listening	• Trained in staff delivery of de-escalation strategies, Physical and Restrictive Intervention techniques	
Initiative and independence	• Organised • Able to prioritise effectively	•	
Other qualities	• Reliable • Punctual • Willingness to respond flexibly to the changing needs of the school • Willingness to attend training to suit the changing needs of the cohort and school development planning over time • Good sense of humour and can demonstrate and model emotional intelligence	•	

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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 Eli Wapner-Carter, Principal by phone 01403 782294 or email eli.wapner-carter@salutemsharedservices.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.