



Candidate Information Pack

Job Title: Head of Care – Acorns
Location: Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Head of Care to oversee the leadership and operations of our residential provision Acorns to join our school's senior leadership team. You will be 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. Our residential provision caters for students aged 7-19 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 needs.

Acorns is committed to meeting the individual needs and aspirations of every child and young person who accesses our residential provision. In June 2025, Ofsted rated Acorns **Outstanding in all areas**, recognising the highly personalised and well-coordinated support we provide. Inspectors noted that students receive exceptional care that meets their complex needs, supported by an outstanding safeguarding culture where their safety and wellbeing are always the top priority. They also highlighted the purposeful, inclusive and responsive leadership that creates a positive environment where staff feel valued and motivated. During their stay, children can expect high-quality care, full access to our on-site facilities and a wide choice of after-school activities, helping them feel supported, engaged and at home

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.

If you are looking for a role where your work truly matters, we invite you to explore what makes Ingfield Manor School such a special place to be.

We are welcoming visits to the school and Acorns week commenting 23rd February prior to application to help you experience our environment and values first-hand. Please contact gayle.calderwood@ambitoeducation.com to arrange a visit.

Yours sincerely

Liz Brown

Principal

Ingfield Manor School is a non-maintained residential 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.

Acorns is the nine-bedded residential provision at Ingfield Manor School, offering overnight and short-break stays, Monday - Friday during term time only for children and young people aged 7 to 19. Our accommodation is bright, modern and designed to feel homely and supportive, helping our children and young people feel comfortable and at ease during their stay. With well-equipped bedrooms and a variety of communal lounge, dining and activity spaces, Acorns provides plenty of opportunities for socialising, relaxing and building independence in a warm, welcoming environment.

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 and residential provision 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.

Our Salutem 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



Job Description

Job Title: Head of Care- Acorns
Reporting To: Principal – Ingfield Manor School
Location: Ingfield Manor School

Job Overview

In this role, you will manage Acorns, our residential provision for all children and young people at Ingfield Manor School. In addition to leading and supporting your team to maintain excellent standards of care, you will oversee the planning and coordination of recreational outings and social activities for students and young people that reflect each young person's individual interests and promote opportunities for new experiences and personal growth.

You will ensure the National Minimum Standards for Residential Special Schools are fully implemented and lead on the strategic development of residential services including before and after school provision.

Hours Monday to Friday 8.00 hrs per day
Flexible shift and rota patterns are worked
Monday to Friday, term-time only (39 weeks)
Salary £37,740- £39,694

Start Date – 20th April 2026

Job Responsibilities and Duties

Leadership and Operational Management

- Provide strong, child centered leadership to a multidisciplinary care team in line with the school's ethos and values that promotes the welfare of children.
- Ensure the residential provision runs smoothly and effectively in accordance with the National Minimum Standards for residential and special schools.
- Be accountable for the development, implementation and regular review of the Statement of Purpose.
- Working with the senior team develop and maintain operational policies and procedures in accordance with current legislation and best practices.

- Develop and maintain a positive, supportive working environment for staff and young people.
- Responsible for the Health and Safety requirements of the provision and therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures and carry out relevant risk assessments of unsafe practices and conditions that present a safety risk, reporting these to the Principal as necessary.

Supporting Children and Young People

- To have oversight and lead on the assessment and admission of all new children and young people into Acorn's provision.
- Oversee care plans, risk assessments and behaviour plans tailored to the individual children and young people who stay in the provision.
- Ensure individual care plans are created, monitored and reviewed in collaboration with children, social workers, parents and other professionals.
- Maintain an environment where children feel safe, valued and empowered.
- Oversee the planning and coordination of recreational outings and social activities for students and young people, ensuring all associated risk assessments are completed and adhered to.
- Ensure a consistent programme of engaging, meaningful and age-appropriate activities that reflect each young person's individual interests and promote opportunities for new experiences and personal growth.
- Maintain a high standard of cleanliness and presentation within the residential provision, ensuring it is safe, welcoming and personalised to reflect the personalities, preferences and needs of the young people residing there.
- Support the young people in preparing for adulthood by facilitating personalised planning that promotes independence, working closely with the school to ensure a consistent and well-coordinated approach.
- Champion the child and young persons voice by supporting each young person to use their individual communication system so they can meaningfully influence their care and daily experience.
- Work closely with the schools nursing team to ensure that all healthcare needs are met.
- Promote the active inclusion and participation of young people in their local community, helping them build confidence, develop independence and take part in meaningful experiences beyond the school environment.

Safeguarding and Compliance

- Act as the Deputy Designated Safeguarding Lead (DDSL), ensuring all staff follow robust safeguarding and child protection policies.
- Maintain full regulatory compliance and ensure the provision is prepared for Ofsted inspections.
- Monitor and evaluate quality assurance measures, including managers reports
- Ensure a safeguarding culture is embedded and maintained within the provision.

Staff Management and Development

- Support with the recruitment, training, supervision of support staff.
- Ensure staff receive appropriate training and professional development.
- Conduct regular supervisions and appraisals in line with organisational policy.
- Ensure all staff adhere to and work within the organisations Statement of Purpose and function, philosophy of care, policies and procedures established in the organisation and the residential provision.
- Drive continuous improvement through auditing and evaluating the provisions services, implementing systems that monitor and enhance quality of care
- Manage staffing emergencies promptly to ensure all shifts remain safely and appropriately covered, maintaining consistency and high-quality support for the young people.
- Participate in an on-call rota outside school hours, Monday to Friday during term time, to ensure consistent support and effective responses to any issues that may arise within the residential provision

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Multi- Agency Working

- Liaise effectively with external stakeholders including Local Authorities, parents, health professionals, and Ofsted inspectors.
- Advocate effectively for the needs and rights of children placed at the home

Financial and Administrative Oversight

- Support with managing the provision's budget, resources and staffing levels efficiently.
- Ensure accurate and timely record keeping and compliance with GDPR and data protection regulations.
- Report on the provision's performance.

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.

Person Specification

Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	Professional qualification in health or social care or holds a minimum of Level 4 in Children, young people and families (residential)	Level 5 in Health and Social Care or Leadership management Course or willingness to complete whilst in post.	Application Form Interview Certificates TRN
Essential Knowledge	Understanding of the practice and impact of Conductive Education. Working within a transdisciplinary team. Understand and working knowledge of how ICT and AAC support students. Thorough knowledge of child protection, safeguarding procedures and practice. Understanding of Ofsted social care common inspection framework for residential special schools.	Knowledge of the National Minimum Standards for Residential Special Schools Awareness of legislation and regulations that relate to this setting. Awareness of good care planning. Advanced computer literacy skills, spreadsheet and database. Experience of working as part of a safeguarding team.	Application Form Interview
Skills	Excellent written and verbal communication skills.	Line management of support staff.	Application Form Interview

	<p>Good ICT literacy skills.</p> <p>Promote school's vision and values.</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 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 direct team staff.</p> <p>Completion of high-quality plans and reports within agreed time frame</p>	<p>Strong IT skills and ability to work with different software and platforms.</p>	
Experience	<p>At least 2 years' experience of working in a child education or Residential children's setting.</p> <p>Experience of supervising and managing staff.</p> <p>Evidence of good or outstanding practice.</p> <p>Experience of working in a transdisciplinary setting.</p> <p>Experience of working with students with additional needs, including neurological motor impairment.</p> <p>Experience of carrying out administrative duties eg planning, recording, rota preparation, report writing.</p>	<p>Experience of carrying out supervisions, appraisals, etc.</p> <p>Experience at a senior level in a good or outstanding residential school.</p>	Application Interview References
Personal Qualities	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p> <p>Flexible</p> <p>Adaptable</p>		Interview

Other	Commitment to the values of the organisation Able to work effectively as part of a team	Willingness to work towards other qualifications as required	Application form / Interview
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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 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: 27th February 2026 Interview: w/c 2nd March and 9th March 2026

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