



Candidate Information Pack

Job Title Higher Learning Teaching Assistant

Location Woodview

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Higher Learning Teaching Assistant 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

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.

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	Higher Level Teaching Assistant
Reporting To	Lead Teacher
Location	Woodview 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 for children and young people with special educational needs, including speech, language, and communication needs.

Job Overview

To provide a high-quality education support service to students, in accordance with company policies, procedures and practices and the standards set by the regulatory body.

Hours: 40 hours a week, term time only (39 weeks)

Salary: £24,440 - £26,403 pa (FT 52wks £28,496 - £30,784)
dependent upon experience

Job Responsibilities:

Teaching and learning

- Conduct small class teaching groups under the advice of the teacher.
- Organise and facilitate off site teaching and learning by way of school trips / community access.
- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students
- Promote, support, and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to the class teacher

Job Description

Job Title Higher Level Teaching Assistant

Job Responsibilities:

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use expertise to contribute to the planning and preparation of learning activities, and to plan own role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of students in the learning activities

Transition

- Assist the transition program for incoming Year 7 students, focusing on building relationships and easing the transition process.
- Support the organisation and facilitation of summer transition programs, welcome events, and orientation sessions for incoming Year 7 students and their families.
- Actively engage with incoming Year 7 students and their families, serving as a supportive presence and resource during the transition process through the Autumn term

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision
- To keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- To provide, at every opportunity, information, support and advice on the behaviour needs for all, in collaboration with other relevant services
- Share expertise and knowledge with other members of the team
- Take an active role in the staff training and development programme
- Contribute to the development of aspects of the training programme

Job Description

Job Title Higher Level Teaching Assistant

Job Responsibilities:

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and Safety

- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

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

- 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 **Higher Level Teaching Assistant**

Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications		Level 4 Certificate for Higher Level Teaching Assistants	Application Form Interview Certificates
Knowledge	Appropriate approaches to support students with special educational needs and disabilities make progress. Safeguarding children and adults Data protection and GDPR	Motor neurological impairment and communication needs, including use of AAC.	Application Form Interview
Skills	Supporting children and young people with special educational needs. Working as part of a team Following direction Ability to communicate clearly, both verbally and in writing. Adherence to safe practice	Lead others Use of ICT to support students learning. Engage and motivate learners and advance their learning	Application Form Interview
Experience	Leading small group teaching and learning. Organising teaching space and resources. Using effective behaviour management strategies	Organising off site trips / community access Line managing staff	Application Interview References

Job Description

Job Title **Higher Level Teaching Assistant**

Knowledge, skills and competency

Personal Qualities	To be empathetic, supportive and promote independence and inclusion. The ability to use own initiative and be adaptable and willing to accept changing priorities. To be reliable, flexible, and motivated	Act as a role model to the young people in all aspects of your working life	Interview
Other	Have a non-judgmental approach.		Application 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

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: 26th January 2026 Interview: w/c 2nd February 2026

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