

Candidate Information Pack

Job Title	Head of School - Woodview
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 School - Woodview 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.

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 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 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 15-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: Head of School - Woodview

Reporting To: Principal

Location: Ingfield Manor School

Job Overview

The Head of School is accountable to the Principal for providing effective leadership and management of the Woodview Provision to establish a secure foundation for achieving high standards in all areas of the provision's work. The post holder will have delegated accountability for educational staff and will embody and promote the vision of Ingfield Manor School, ensuring that every pupil is valued for who they are and has equal access to opportunities that foster their growth and development.

Hours Monday to Friday, 40hrs/week (Term Time only)

Start date: October 2025 (will consider January 2026 for right candidate)

Salary: L7- £54,816 (move to L8 £59,167 after successful completion of probation)

Job Responsibilities

Leadership and Management

- Govern and oversee all staff employed within the Woodview provision
- Serve as a member of the Senior Leadership Team.
- Delegate responsibilities to teachers for the direct line management of their respective teams
- Ensure the management of a safe and secure environment within the Woodview provision (on and off-site) for learning, living, and working to deliver effective education.

General

- Manage outgoing communications (written, electronic, and verbal) to ensure alignment with the OFSTED framework and unified standards.
- Foster collaborative relationships with external partners, including local authorities and educational organisations, to enhance the educational offerings and resources available to pupils.
- Oversee the recording, storing, retrieval, and dissemination of information according to needs and requirements.
- Work collaboratively across departmental or team boundaries to achieve Salutem's aims.
- Demonstrate a commitment to customer service excellence and deliver against the requirements of Salutem's quality framework.
- Adhere to Salutem's policies and procedures at all times.

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Job Responsibilities

Shaping the Strategic Direction and Development of Woodview Provision

- Collaborate with the Principal and Senior Leadership Team (SLT) to develop a shared vision and strategic plan for Ingfield Manor School, focusing on the educational and personal development of pupils, including their safety, care, and health.


Key Elements:

- Articulate, share, and enact the school vision effectively.
- Work with the whole school community to translate the vision into agreed objectives and operational plans that promote and sustain learning improvement.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation, and effective use of appropriate new technologies to achieve excellence.
- Communicate effectively with all reporting staff, SLT, and internal and external partners through meetings that promote the school ethos.
- Share responsibility with the SLT for pupil reviews, reports, and actions.
- Utilise data analytics to inform strategic planning and improve educational outcomes, ensuring that decisions are evidence-based and aligned with best practises.

Leading Learning and Teaching

- Ensure the highest possible quality of teaching and learning, which is essential for raising standards.

Key Elements:

- Maintain a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
 - Ensure that learning is central to strategic planning and resource management.
 - Establish creative, responsive, and effective approaches to learning and teaching.
 - Foster a culture of challenge and support where all pupils can achieve success and engage in their own learning.
 - Set rigorous targets for the whole school community and demonstrate high expectations.
 - Develop a diverse, flexible curriculum and effective assessment framework with opportunities for suitable accreditation.
 - Implement strategies to secure high standards of behaviour and attendance.
 - Address underperformance at all levels and ensure effective corrective action.
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Job Responsibilities

Leading Learning and Teaching

Key Elements:

- Monitor, evaluate, and review classroom management and promote improvement strategies through demonstration and practice sharing
- Collaborate with the Principal and SLT to ensure inspections are planned, managed effectively, and action points addressed.
- Promote ongoing professional development opportunities for staff to enhance teaching practises and ensure the latest educational methodologies are employed.

Building a Professional Learning Community

- Foster a professional learning community that enables others to achieve and commit to their own professional development and that of others.

Key Elements:

- Treat people fairly, equitably, and with dignity and respect to maintain a positive culture.
- Collaborate with colleagues to build a learning culture across all disciplines, including residential times and the use of therapists and support staff.
- Develop and maintain effective strategies for staff induction, professional development, and performance review.
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Maintain a culture of high expectations for self and others, taking appropriate action when performance is unsatisfactory.
- Regularly review personal practice, set personal targets, and take responsibility for personal development.
- Manage workload to allow for an appropriate work/life balance.
- Establish a mentorship programme that pairs experienced educators with newer staff to foster professional growth and knowledge sharing.

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Job Responsibilities

Providing Effective Organisation and Management of the Woodview Provision

- Improve organisational structures and functions based on rigorous self-evaluation to provide an efficient, effective, and safe learning environment.

Key Elements:

- Create an organisational structure that reflects the college values and enables effective management systems, structures, and processes.
- Produce and implement clear, evidence-based improvement plans and policies for school development.
- Recruit, supervise, retain, and deploy staff appropriately while managing their workload to achieve the school's vision and goals.
- Implement successful performance management processes with educational and therapy staff using appraisal systems.
- Ensure the Woodview provision meets the needs of the curriculum and health and safety regulations.
- Monitor and evaluate the range, quality, and use of resources to improve education quality and provide value for money.
- Use a range of technologies effectively to manage the school.
- Monitor expenditure against income and address budget variances positively.

Accountability for Efficiency and Effectiveness

- Ensure pupils benefit from and enjoy a high-quality education.

Key Elements:

- Develop a school ethos that enables collaboration, knowledge sharing, and accountability.
- Define, understand, and agree on individual staff accountabilities, subjecting them to rigorous review and evaluation.
- Reflect on personal contributions to school achievements and consider feedback from others.
- Work with the governing body to provide information, objective advice, and support.
- Present a coherent and accurate account of the school's performance to various audiences.
- Demonstrate effective mentoring through supportive methodologies, such as co-teaching and learning walks.
- Maintain an up-to-date self-evaluation of all aspects of the educational offer to continually improve the provision.

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Job Responsibilities

Engaging with the Internal School Community

- Collaborate with parents, carers, therapists, support staff, and other schools to benefit pupils, the school, and the wider community.

Key Elements:

- Build a school culture and curriculum that reflect the diversity of the school's communities.
- Promote positive strategies for challenging discrimination.
- Ensure learning experiences for pupils are integrated with the wider community.
- Collaborate with other agencies to support pupils' academic, spiritual, moral, social, emotional, and cultural well-being.
- Create and maintain effective partnerships with parents, carers, and staff to support and improve pupils' achievement and personal development.
- Seek opportunities to invite community figures and organisations into the school to enhance its value.
- Contribute to the educational system by sharing effective practises and promoting innovative initiatives.
- Cooperate with relevant agencies to safeguard children and young people.

Safeguarding

- To be fully aware of and understanding the duties and responsibilities arising from Keeping Children Safe in Education (KCSIE) and working together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- Ensure the Single Central Record (SCR) is maintained in accordance with the requirements of KCSIE

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other duties and responsibilities appropriate to the post as directed by the Principal.

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
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Job Description

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Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	Qualified teacher status Degree	NPQ or Educational Master's	Application Form Interview Certificates
Knowledge	A clear understanding of the social model of disability A good, working knowledge of relevant digital strategy Awareness of the issues surrounding disability and independence. Understanding and working knowledge of the applicable regulatory and legislative frameworks of specialist education Clear and demonstrable understanding and knowledge of the specialist education system and the multiple needs of students who attend specialist settings In depth working knowledge of OFSTED regulations and the ISS A balanced range of skills within the diverse world of PMLD/ASD/FE-possibly 'desirable'	Understanding of school finances and financial management	Application Form Interview
Skills	Data analysis skills, and the ability to use data to set targets and identify weaknesses Understanding of high-quality teaching, and the ability to model this for others and support others to improve Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships A management style which facilitates the building and maintenance of effective internal and external relationships and resolves conflict where necessary	Evidence of highly effective Information and Assistive Technology skills in line with national digital strategy	Application Form Interview

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Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Experience	Successful leadership and management experience in a school Teaching experience Involvement in school self-evaluation and development planning Demonstrable experience of successful line management and staff development	Substantial experience of working with and for disabled adults, children and/or young people	Application Interview References
Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Problem-solving abilities Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position		Interview
Other	Must be able to work on-call as required Trips will at times be required throughout England and Wales and potentially elsewhere that may require overnight stays or longer as business needs dictate	Live within reasonable travelling distance of IMS (Five oaks / Horsham)	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 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: 1st September 2025

Interviews: w/c 8th September 2025