

## Candidate Information Pack

**Job Title**            **Speech & Language Therapist**  
**Location**           **Woodview at Ingfield Manor School**

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for an experienced Speech & Language Therapist to join us in our new Woodview provision for students who require support with emotional, communication, social and learning needs. Working as part of our team, responsible for developing and delivering an effective service which embeds evidenced based interventions in all aspects of the school day for these students. 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

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 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	Speech and Language Therapist
Reporting To	Head of Department / Lead Therapist
Location	Woodview at Ingfield Manor School

## Job Overview

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To develop and deliver an effective service which embeds evidenced based interventions in all aspects of the school day for these students. As part of our trans-disciplinary team of staff meeting all the students' needs, be responsible for the integration of the school's communication strategy to enable students to access the whole curriculum; working collaboratively with all school staff in order to ensure that speech and language therapy is integrated into the curriculum.

Hours	37.50 hours per week. Term Time Only (39 weeks).
Salary	£30,339 - £37,029 pa (FT 40hrs, 52wks £37,731 - £46,051) <i>Dependent on experience</i>

## Job Responsibilities:

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- To provide direct Speech and Language Therapy sessions in either 1:1, paired or small groups to support students to work towards their current Speech, Language, and Communication goals.
- To support teaching staff with differentiating learning tasks to support students with varying levels of SLCN.
- To provide assessment of student's Speech, Language, and Communication to contribute to Education Health and Care Plan (EHCP) annual reviews.
- To work in collaboration with the Occupational Therapist and specialist teaching staff.
- To support teaching staff to plan and deliver a neurodiversity affirming social skills curriculum which supports the students understanding of themselves and self-advocacy skills.
- To implement group and individual communication programmes in collaboration with the team, and EHCP requirements. To be involved in associated planning and preparation and share expertise and knowledge.
- To identify requirements for resources and share these with the Lead Speech and Language Therapist.

## Job Description

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### Job Responsibilities

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- To ensure the learning environment is adequately resourced to:
    - promote independence
    - deliver the curriculum to ensure student learning and progress
    - maintain excellent standards of care
    - ensure health and safety
    - ensure compliance with policies and procedures
  - To maintain up to date knowledge of research and clinical practice, identify service development opportunities and implement these in consultation with the Lead Speech and Language Therapist.
  - To analyse and interpret assessment findings in order to formulate therapy plans and goals.
  - To monitor the effectiveness of therapy using outcome measures.
  - To liaise with professional colleagues in other settings in order to meet the holistic needs of the students.
  - To provide information and advice to parents/carers in order to ensure that therapeutic aims are being generalised in other environments.
  - To maintain clear, timely clinical notes meeting the professional standards of the Royal College of Speech and Language Therapists and the Health Care Professionals Council.
  - To carry out necessary clinical administration tasks in line with school policies and procedures.
  - To engage in supervision and identify own training and development needs, including accessing appraisal throughout the probation period and thereafter annually.
  - To maintain a professional portfolio for CPD, recording learning outcomes from internal and external learning opportunities.
  - To follow school policies and procedures and fully engage in maintaining mandatory training obligations.
  - To adhere to national and local professional codes of conduct.
  - To communicate clinical information to students, parents/carers, colleagues and other external agencies in an effective, sensitive manner.
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## Job Description

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Speech and Language Therapist

### Job Responsibilities

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- To develop and maintain effective working relationships with students, colleagues and families.
- To engage with all stakeholders in a professional and appropriate manner.

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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Speech and Language Therapist

### Our Values

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- 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                      Speech and Language Therapist

### Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	Degree recognised by the Royal College of Speech and Language Therapists (RCSLT) and Health Care and Professionals Council (HCPC). You will need to be registered with both.		Application Form Interview Certificates
Knowledge	To be aware of data protection and GDPR Knowledge of assessment tools and interventions relevant to children and young people. Working knowledge of local and national procedures and legal frameworks relevant to education and the ability to apply this knowledge to clinical practice.	To have a basic knowledge of SEND including autism Safeguarding children and adults	Application Form Interview
Skills	Managing a caseload. Seek out and implement innovative therapy practices Excellent spoken and written communication skills to convey complex information in an accessible way, in both spoken exchanges and documentation. Adherence to safe practice		Application Form Interview
Experience	Knowledge and experience of supporting children with a range of developmental speech and language difficulties. Providing training and support to families/carers and colleagues.		Application Interview References

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### Knowledge, skills and competency

Personal Qualities	<p>Recognise own professional boundaries. Work collaboratively as part of a team, recognising and respecting professional boundaries.</p> <p>To be empathetic, supportive and promote independence and inclusion.</p> <p>Work autonomously.</p> <p>Plan and prioritise own workload independently</p> <p>Reliable, flexible and motivated</p> <p>Organised and able to cope effectively with demands of role</p>	Act as a role model to the young people in all aspects of your working life	Interview
Other	<p>Have a non-judgmental approach</p> <p>Able to use ICT for clinical and administrative tasks.</p>		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](mailto: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:** 23<sup>rd</sup> May 2025

**Interviews:** w/c 9<sup>th</sup> June 2025