SALUTEM CARE & EDUCATION
A Salutem Company • We are HumanKind

# Candidate Information Pack

**Job Title:** SEND Teacher

**Location:** Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a SEND Teacher 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. 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 needs. We are looking for teachers to work across all year groups but predominantly in Key Stage 4.

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 students 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.

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 encourage visits 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

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 its 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 Woodview provision is for secondary aged students with special educational needs including speech, language, and communication needs (SLCN) and autistic spectrum conditions (ASC). This provision consist of 4 year groups and we are looking for teachers to work across all year groups but predominantly in Year 8 and Year 10. This is a growing provision and you have the opportunity to support and deliver in the growth of this provision.

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.

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 ‘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

SALUTEM CARE & EDUCATION
A Salutem Company • We are HumanKind

# Job Description

**Job Title:** SEND Teacher

**Reporting To:** Head of School – Ingfield Manor School

**Location:** Ingfield Manor School

## Job Overview

In this role, you will plan and deliver high-quality teaching and learning at Ingfield Manor School, leading your class team to support each student's educational and pastoral needs. You will implement the school's ethos and agreed programmes on a daily basis, creating a positive, student-centred environment.

You will monitor and assess students' progress using a range of methods, adapting your teaching to maximise outcomes. You will also lead annual reviews and contribute to multi-agency meetings, providing clear updates on students' achievements and their progression towards individual targets

Hours Monday to Friday, 7.50 - 8.00hrs per day
Term Time only (39 weeks)

## Job Responsibilities and Duties

### Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils, ensuring all student scan achieve success and be active learners
- Ensure that planning is holistic, reflects the Conductive Education ethos and philosophies and takes into account the individual needs of each pupils
- Adopt an adaptive teaching style that is creative, responsive, and utilises effective approaches to teaching
- Demonstrate good subject and curriculum knowledge
- Organise and maintain a high-quality learning environment that reflects the school's standards
- Ensure availability of appropriate resources to challenge and inspire learners

- Use and integrate a range of technologies effectively and efficiently to aid students learning

## 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 vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with the transdisciplinary team to secure coordinated approach to student outcomes

## Professional knowledge and understanding

- Remain up to date with developments within the school and in education in the UK, particularly special education
- Take part in further training and development
- Regularly review own practice, set personal targets, and take responsibility for own development, seeking advice and support from leaders
- Have the skills and attributes of nurturing, adaptability, enthusiasm, integrity, and commitment

## Working as a team

- Working with colleagues across the school to promote the vision and values of the school to students, parents/carers, and the wider community
- Working with all key stakeholders to ensure a consistent approach and that everyone is working together in the best interests of the child/young person
- Motivate others in the classroom to work together in the best interest of our students and families
- Offer advice / training to staff supporting the children and young people within the classroom
- Direct and supervise support staff assigned to them
- Communicate effectively with pupils, parents and carers

## 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

## Health and Safety

- Ensuring the safety of all staff and students within class team by monitoring risk assessments, planned trips and visits and any school activities with a risk potential. This includes ensuring all staff within class team are aware of potential risk factors and school procedures for managing risk effectively.
- Promote the safety and wellbeing of pupils

## Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Authority and school
- Ensure you uphold all safeguarding procedures, including engaging in induction and annual safeguarding training

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** | Qualified Teacher Status | Evidence of continuous professional development and commitment to further professional development | Application Form<br>Interview<br>Certificates<br>TRN |
| **Knowledge** | Strategies to teach students with special educational needs and disabilities.<br>The theory and practice of personalising learning to effectively meet the needs of individual students. | Preparing for Adulthood agenda.<br>Entry level qualifications and programmes of study. | Application Form<br>Interview |

| | | | |
|---|---|---|---|
| | The use of technology for student learning and in enabling access to teaching, learning and the environment.<br>Ability to work under pressure and prioritise effectively<br>Ability to work within a transdisciplinary team.<br>The ability to maintain records of achievement and learning.<br>The ability to direct team staff.<br>Completion of high-quality plans and reports within agreed time frame.<br><br>Knowledge of guidance and requirements around safeguarding children | | |
| **Skills** | Excellent written and verbal communication skills.<br>Promote school's vision and values.<br>Use of effective strategies to motivate children and/or young people.<br>Develop strong professional relationships and work within a team.<br>Establish and develop close relationships with parents, governors, and external stakeholders.<br>Create a happy, challenging, and effective learning environment.<br>Respond positively to change and work effectively under pressure.<br>Ability to work within a transdisciplinary team.<br>The ability to maintain records of achievement and learning.<br>The ability to set SMART targets based on assimilated learning.<br>The ability to direct team staff.<br>Completion of high-quality plans<br>and reports within agreed time frame | Line management of support staff.<br><br>Strong IT skills and ability to work with different software and platforms. | Application Form<br>Interview |
| **Experience** | Good or outstanding practice working with secondary aged students(or older primary - yr 6)<br>Teaching in special education. | Teaching students with Neurological Motor Impairments<br>Leading a class team<br><br>Leading a curriculum area | Application<br>Interview<br>References |

| | | | |
|---|---|---|---|
| | Resource management and preparation | | |
| **Personal Qualities** | Approachable<br>Committed<br>Empathetic<br>Enthusiastic<br>Organised<br>Patient<br>Resourceful<br>Flexible<br>Adaptable | | Interview |
| **Other** | Commitment to the values of the organisation<br>Able to work effectively as part of a team | Willingness to work towards other qualifications as required | Application form / 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 Eli Wapner-Carter, Interim 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.