

## JOB DESCRIPTION

**Job Title: Principal at Ingfield Manor School**

**Reporting to: Divisional Director - Education**

**Location: Ingfield Manor School, Five Oaks, West Sussex -**  
**Start Date: April 2024 or September 2024 for the right candidate.**

At Ambito Education (part of the Salutem Group), we believe everyone should have the

Ingfield Manor School is an INMSS residential special school that offers both residential and day programmes for pupils with PMLD or ASC associated difficulties. We also have recently opened a specialist Post 19-day college provision that is registered as a satellite of and working alongside Beaumont College in Lancaster.

At IMS we work as one team to make a difference to the lives of our students. Our aim is to enable students to take responsibility for their own lives in whatever form this takes.

Within IMS we have three different cohorts that share a common location and ethos but which have separated access.

Students are offered a variety of specialist support from highly trained staff, working alongside our teachers.

Each student accesses the curriculum daily with a bespoke package of intervention, therapeutic support or through one-to-one teaching and this allows them to make considerable progress towards their EHCP outcomes.

We are a centre for Conductive Education and offer this to our students with complex physical needs. This is led, in class, by approved Conductors to enable students to learn more specific and complex physical actions which will be learnt naturally by most children.

**Are you an aspiring senior leader who is person centred and strives to provide the best opportunities for their student's? Then please read on!**

### **Main Duties:**

As Principal, there is an expectation of enabling strategic leadership, operational oversight and providing direct support and guidance to the three different branches of our educational offer: being IMS school and the newly created Woodview Provision and Post 19. All of these have seen substantial growth in recent times,

and we need the Principal to have experience in multi-area management and provide effective dynamic support for a range of cohorts within one site.

Whilst retaining the uniqueness of each provision and striving to increase engagement from local and surrounding LA's, the Principal-is also accountable for HR, H & S including risk management and the safeguarding of our students.

### **Job Scope:**

To provide facilitative and inclusive management establishing and maintaining productive, collaborative relationships with internal and external stakeholders

- To promote a culture of high standards and continuous improvement that values and empowers staff and encourages the staff team to maximise their potential through continuous learning whilst challenging under performance.
- Ensure the wellbeing and safety of staff-
- To recruit, manage and develop educational and support staff within the Group HR and operational policies and procedures.
- To work seamlessly across departments or team boundaries in a collaborative and constructive manner to achieve the Group aims and KPI's.  
To always work within the Group policies and procedures.
- To ensure all statutory requirements as defined by the DfES and other external bodies are met.
- To foster a culture of continuous improvement and achieve the highest inspection ratings.

### **Role Specific**

- Provide dynamic leadership to the staff across all three establishments and take the overall responsibility for the planning, budgeting, occupancy levels and resources and safeguarding.
- Share the vision and passion to work with colleagues to develop the commercial vision for the college and associated sites. Striving to diversify, celebrate current successes and secure revenue.
- To work positively with the Divisional Director and his Deputy to enable them to deliver their responsibilities effectively.
- To work positively with the Chair of the LGB and other link Governors as they provide support and challenger where required.
- To work positively and pro-actively with parents instilling a transparent approach and any other key stakeholders to create strong relationships.
- To provide leadership, and development of the multi-disciplinary team, to deliver a responsive, high quality, outcome focused approach to students, young people, their families, and partner agencies.
- Continually seeking to 'grow our own' approach of upskilling and professionally developing current staff.

- To support and develop best practice to ensure the unique offer continues to be the first choice for parents and young people.
- To ensure that students' educational, physical, and emotional needs are met in accordance with their individual plans and provide alternative and sector leading means of evidencing this.
- To ensure the provision takes full account of the requirement of the regulators and the commissioners.
- To support the active marketing of 'The Brand' and any associated services
- To support the strategic development of the range of Beaumont College services as well as IMS and Woodview.
- To devise and agree the school development plan and associated annual plans, based on the projected needs, financial forecasts, and overall Group strategy, including development of new services.
- To develop and lead the site in this transition, where the college's future will be set for years to come.

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.

## Our Core 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 **students** who use our services and by seeking innovative ways in which to work with **all** our students.
- We are **Loyal** because we put the **students** 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

## Person Specification

### Knowledge, Skills, and Experience

Area	Essential	Desirable	Evidence
Professional Qualifications	<p>A qualification relevant to the education delivered within the remit of the these may be specific to meet the requirements of the regulator and relevant experience</p> <p>Has a professional qualification in Management (level 5 or equivalent minimum)</p> <p>Professional qualification/s related to their specialism within Education and Information Technology, as well as proven extensive experience in relevant field.</p>	NPQH or Educational Master's	Application Form Interview Certificates
Knowledge	<p>A clear understanding of the social model of disability</p> <p>A good, working knowledge of relevant digital strategy</p> <p>Awareness of the issues surrounding disability and independence.</p> <p>Understanding and working knowledge of the applicable regulatory and legislative</p>		Application Form Interview

	<p>frameworks of specialist education</p> <p>Clear and demonstrable understanding and knowledge of the specialist education system and the multiple needs of students who attend specialist settings</p> <p>In depth working knowledge of OFSTED regulations and the ISS</p> <p>A balanced range of skills within the diverse world of PMLD/ASD/FE-possibly 'desirable'</p>		
Skills	<p>The ability to apply theory to practice in teaching and learning strategies to support the highest levels of progress and achievement for students across all abilities</p> <p>Financial awareness and the ability to drive the cost effective and efficient delivery of services making good use of resources</p> <p>Demonstrates excellent written and verbal communication skills</p> <p>Experience and skills in business and contract management</p> <p>A proven track record of managing change.</p> <p>A management style which facilitates the building and maintenance of</p>	<p>Evidence of highly effective Information and Assistive Technology skills in line with national digital strategy</p>	<p>Application Form Interview</p>

	effective internal and external relationships and resolves conflict where necessary		
Experience	<p>Experience in writing successful bids and tenders</p> <p>Proven track record of building, motivating, and leading a highly effective team</p> <p>Shows confidence in own judgement and capability and demonstrates effective delegation skills</p>	Substantial experience of working with and for disabled adults, children and/or young people	Application Interview References
Personal Qualities	<p>Role modelling and establishing a positive, pro-active, and responsive culture that supports positive change</p> <p>A commitment to ongoing personal development</p> <p>Flexible, able to respond positively to change, and work effectively under pressure and short timescales</p> <p>Deal with conflicting priorities</p> <p>Strong customer service skills and a proven track record of maintaining a high standard of customer service across a department/s and services</p> <p>Remaining calm under pressure</p>		Interview
Other	<p>Must be able to work on-call as required</p> <p>Trips will at times be required throughout England and Wales and potentially elsewhere that may require overnight stays or</p>	Live within reasonable travelling distance of IMS (Five oaks / Horsham)	Application Interview

	longer as business needs dictate		
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### Key Dates

Closing Date 04/01/2024

Shortlisting 05/01/2024

First Round Interview 10/01/2024

Second Round Interview 18/01/2024

To discuss the role further, contact Chris Brown, Divisional Director or 07759369612 or by mail on [chris.brown@ambitocareandeducation.co.uk](mailto:chris.brown@ambitocareandeducation.co.uk)