

## Application for Student Support Assistant

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT). We have a large, dedicated staff team of over 250 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

If you would like to arrange a tour of the school please contact the HR team on 01959 567841. Please also see our website videos to see our school in action in our curriculum pathways: [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) and our [residential provision](#).

Please find attached the following forms:

- Application Form & Equality Monitoring Form - to [complete online](#)
- Copy of the Advertisement
- Job Description and Person Specification
- Valence Vision & Ethos

We are recruiting for this post on a rolling basis, therefore you are encouraged to apply as soon as possible.

*We reserve the right to close this vacancy, interview and appoint earlier if we receive sufficient applications for this role.*

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and online checks undertaken for shortlisted candidates. Successful applicants will need an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act). Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

**Our Child Protection Policy can be found on our [website](#)**

Should you require any additional information please do not hesitate to contact us.

Yours sincerely

*Sarah Lowndes*

HR Manager



**Valence School**  
enabling independence

Westerham Road, Westerham TN16 1QN  
t: 01959 567841  
e: [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)  
w: [www.valenceschool.com](http://www.valenceschool.com)

## STUDENT SUPPORT ASSISTANT

Full Time - School Term Time only - Permanent

40 hours per week - Monday to Friday - Hours worked on set shifts between 7am and 10pm

£11.79 per hour - £21,415 actual p.a. for 39 working weeks and 6.4 weeks paid holiday

Benefits include a generous pension scheme & life cover, retail discounts, well-being sessions, subsidised meals, free on site parking, staff accommodation available for those working a 10pm late shift followed by a 7am early shift

You can make a difference! You will be responsible for enabling our students to learn, promote their independence and help them to achieve.

Valence School is a KCC Foundation day and residential Special School for children and young people aged from 4 to 19, with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT).

As a Student Support Assistant you will

- support students within the learning and residential environments in order to promote their intellectual, physical, social and emotional development;
- promote a caring environment and provide a high standard of care including washing, toileting, bathing and mealtime assistance;
- ensure that communication with students, staff and other departments is effective and contributes to our high standards of care and personal development for students;
- maintain excellent standards of safety and good practice in relation to safeguarding, health and safety issues, implementing students' care plans and appropriately using the recording and reporting processes

The role will include a substantial amount of moving and handling and personal care. Although experience of complex physical and medical needs is not essential, as we provide comprehensive training, an aspiration to enable students to learn and achieve meaningful independence is. The successful candidate will be supported to complete the Level 3 Diploma in Residential Childcare, if not already achieved. We also offer a friendly, supportive working environment in a country school setting on the outskirts of Westerham.

To complete an application form please visit  
[www.valenceschool.com](http://www.valenceschool.com) > work for us  
or email the HR team at [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

We are recruiting on a rolling basis therefore please submit your application as soon as possible

We reserve the right to close this vacancy, interview and appoint earlier if we receive sufficient applications for this role.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. Valence School is committed to valuing diversity and promoting equality for all.

References will be taken up before interview and online checks undertaken for shortlisted candidates. The successful applicant will require an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act).



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# Valence School Job Description: Student Support Assistant

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**Responsible to:** Residential Education Provision Manager / Learning Support Supervisor

## Main purpose

To support students in both formal and informal learning environments during the extended school day to meet the students physical, learning and social needs.

## Duties and responsibilities

1. To support students within the learning and / or residential environments in order to promote each student's intellectual, physical, social, emotional and spiritual development and to promote a caring environment by providing a high standard of care including toileting, washing, bathing and mealtime assistance.
2. To ensure that communication with students, staff and other departments is effective and contributes to securing efficiency and high standards of care and personal development for students within a learning and residential environment.
3. To be aware of and implement students' care plans and to assist the students' in the development of their independence outcomes within the individualised programme.
4. The role will include a substantial amount of moving and handling and moving and handling procedures have to be adhered to at all times in accordance with training provided.
5. To study towards the completion of the Residential Childcare Level 3 Diploma or Specialist Support for Teaching and Learning in Schools Level 3 Diploma, if applicable. This will include some study outside working hours.
6. To maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management.
7. To pro-actively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person. To be aware and integrate in own practice the principles of Keeping Children Safe in Education.
8. To appropriately use the recording and reporting processes whenever appropriate.
9. To maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.



# Valence School Person Specification: Student Support Assistant

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
1. Qualifications/ Experience		GCSE (or equivalent) in English and Maths A* to C  Level 3 Diploma in Residential Childcare or Specialist Support for Teaching and Learning in Schools  Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance)
2. Skills	Demonstrate a working understanding of current theory and practice in relation to learning, care and support for young people who have special educational needs;  Physically fit to move and handle disabled children;  Prepared to work towards and complete the Level 3 Diploma in Residential Childcare or Specialist Support for Teaching and Learning in Schools, if applicable;  Demonstrate an ability to work conscientiously, with enthusiasm, resilience and integrity;  Exceptional communication skills and patience and able to forge good professional relationships with colleagues and maintain appropriate relationships and boundaries with students;  Is respectful and promotes fundamental British values, including democracy and tolerance;  Is responsible for own learning and development and is accountable for own work and actions;  Resilient with a robust and positive nature;  Is able to seek advice when necessary and to challenge and report malpractice if applicable.	Demonstrate knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student

## The Valence Vision:

To provide all students that attend Valence School with a Learning Pathway that meets their intellectual, physical, social, and emotional needs. By working together with families and a wide range of support agencies, we will ensure that students within each Learning Pathway are valued, supported, and challenged to do their very best in preparation for the next stage of their learning and life in modern Britain.

To achieve our vision, we will work as a whole school team whilst striving to create a distinct identity for each Learning Pathway. Central to everything we do and key to the success of each Learning Pathway will be our Ethos...

## The Valence Ethos:

**Respectful** - Valence students respect the rights, needs and views of others. They seek to create an environment where support for each other is commonplace so that everyone feels that they belong.

**Resilient** - Valence students take risks and view failure as a good thing. They are encouraged not to give up easily and always try their best.

**Independent** - Valence students oversee their own learning. They are provided with a wide range of support to enable independence in everything that is required of them.

**Positive** - Valence students focus on what they 'can do' to develop as an individual and not what they 'cannot do' because of their disability

**Passionate** - Valence students are encouraged to find and develop their own range of interests and to express themselves as they wish in support of their learning.