

Westerham Road
Westerham
Kent TN16 1QN

t 01959 562156

f 01959 565046

e valence@valence.kent.sch.uk

www.valenceschool.com

Principal: Roland J. Gooding OBE

Student Support Assistant with British Sign Language Level 3
1 Year Fixed Term

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 200 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 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 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

w: www.valenceschool.com

STUDENT SUPPORT ASSISTANT **with BRITISH SIGN LANGUAGE (BSL) Level 3** **1 YEAR FIXED TERM (until 31.10.2024)**

Full Time - 40 hours per week - Term Time Only

£12.79 per hour - £23,245 actual gross p.a.

6.4 weeks paid holiday

**Benefits include a generous pension scheme & life cover, private
healthcare, retail discounts, training opportunities, wellbeing sessions,
free on site parking**

This is an excellent opportunity to support a bright and enthusiastic young student, using British Sign Language (BSL) and acting as an interpreter, within a small class with a team of support assistants. You can make a real and positive impact by enabling our student to learn, promote their independence and help them to achieve by having a "total communication" approach with the support of the speech and language team.

Valence School is a KCC Foundation residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning and communication difficulties. We are part of the Kent Special Educational Needs Trust.

You will have BSL Level 3 and will need to be a confident advocate, recognising the potential of the individual student and championing their needs. Experience of complex physical and medical needs is desirable along with GCSE (or equivalent) A*-C in English & Maths

For application details please visit www.valenceschool.com > work for us or contact
HR on 01959 567841 or 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. We value diversity and promote 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).



Valence School Job Description:

STUDENT SUPPORT ASSISTANT WITH BRITISH SIGN LANGUAGE LEVEL 3

Responsible to: Learning Support Supervisors

Main purpose

To support named student in both formal and informal learning environments during the school day. The job holder may be asked to support other students.

Duties and responsibilities

- 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.
- To support students within the learning environments in order to promote named student's intellectual, physical, social, emotional and spiritual development. To promote a caring environment and the provision of a high standard of personal care including mealtime assistance.
- To support access to the curriculum and social activities with use of BSL, spoken English and appropriate communication support (a total communication approach).
- To maintain appropriate levels of signing skills to support named student.
- To liaise with the Learning Support Supervisor and class based teaching assistant in order to maximise departmental efficiency and effectiveness and to positively contribute to the student's welfare.
- To be aware of and implement students' support plans.
- The role will include a substantial amount of moving and handling.
- To study towards the completion of the Level 3 Diploma, if applicable. This will include some study outside working hours
- Comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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.
- To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.

- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible “can do” approach.

The list is not exhaustive and may include additional comparable tasks as agreed from time to time with line manager.

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

Notes

This job description may be amended at any time in consultation with the postholder.



Valence School Job Description:

STUDENT SUPPORT ASSISTANT WITH BRITISH SIGN LANGUAGE LEVEL 3

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	Must have at least Level 3 in British Sign Language	GCSE in English and Maths A* to C or equivalent Knowledge of special educational needs, disabilities, physical, health and social/emotional needs Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance) Level 3 Diploma in Residential Childcare or Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
2. Skills	Excellent planning and organisational skills Demonstrates a working understanding of current theory and practice in relation to learning, care and support for young people who have special educational needs; Demonstrates knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student; Must be physically fit to move and handle disabled children; Must be prepared to work towards and to complete the Level 3 Residential Childcare or Level 3 Diploma in Specialist Support for Teaching and Learning in Schools, if applicable;	

	<p>Demonstrates an ability to work conscientiously, with enthusiasm, resilience and integrity;</p> <p>Is able to forge good professional relationships with colleagues and maintain appropriate relationships and boundaries with students;</p> <p>Is respectful and promotes fundamental British values, including democracy and tolerance;</p> <p>Is responsible for own learning and development and is accountable for own work and actions;</p> <p>Is able to seek advice when necessary and to challenge and report malpractice if applicable</p>	
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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.