

March 2020

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.

Please find enclosed the following forms:

- Application Form } to complete and return
- Equality Monitoring Form } to complete and return
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

The closing date is **Sunday 22 March 2020** and we look forward to receiving your completed forms at your earliest convenience.

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 successful applicants will need an enhanced Disclosure and Barring Service check. Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

Should you require any additional information or would like to arrange an informal visit to the school please do not hesitate to contact us.

Yours sincerely
Danielle Riach
HR Assistant



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

Full Time - 40 hrs per week - School Term Time only - Permanent

£9.50 per hour (£16,880.36 actual p.a. for Term Time only)

Hours worked on set shifts between 7am and 10pm

Generous pension scheme, national retailer discounts, well-being sessions, free on site parking

Our Student Support Assistants are committed individuals that want to make a difference by being responsible for enabling students to learn, promoting their independence and helping them to achieve. As a Student Support Assistant you will

- support students within the learning and/or residential environment in order to promote each student's 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 securing efficiency and high standards of care and personal development for students;
- maintain high standards of safety and observe good practice in relation to health and safety issues, implement students' care plans and appropriately use the recording and reporting processes

The role will include a substantial amount of moving and handling and personal care. Experience of complex physical and medical needs is desirable. An aspiration to enable students to learn and achieve meaningful independence is essential.

The successful candidate will be supported to complete the Level 3 Diploma in Residential Childcare, if not already achieved. We also offer a supportive, friendly working environment in a country school setting and the chance to make a real and positive impact on the lives of Valence students.

**For details please visit www.valenceschool.com/staff-vacancies
or contact HR on 01959 567841 - email vacancies@valence.kent.sch.uk**

Closing date for applications 22 March 2020

Interviews to be held 31 March 2020

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. References will be taken up before interview and the successful applicant will require an enhanced DBS check.



Valence School Job Description: Student Support Assistant and Waking Night

Responsible to: Learning Support Supervisors/ Home Living Area Managers

Main purpose

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

Duties and responsibilities

1. 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.
2. To support students within the learning and / or residential environments in order to promote each student's intellectual, physical, social, emotional and spiritual development. To promote a caring environment and the provision of a high standard of care including washing, bathing and mealtime assistance.
3. To maintain high standards of safety and observe good practice in relation to health and safety issues.
4. To be aware of and implement students' care plans. To assist the students in the development of their independence outcomes within the individualised programme.
5. To appropriately use the recording and reporting processes whenever appropriate.
6. 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.
7. To study towards the completion of the Residential Childcare diploma or the diploma in Specialist Support for Teaching and Learning in Schools Level 3, if applicable. This will include some study outside working hours.
8. To be aware and integrate in own practice the principles of Keeping Children Safe in Education (Statutory Guidance part 1).
9. To maintain a flexible "can do" approach.
10. Be aware of and pro-actively observe all school policies.

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

Valence School Person Specification: Student Support Assistant and Waking Night

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 in English and Maths A* to C Level 3 Residential Childcare or Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
2. Skills	<p>Demonstrates a working understanding of current theory and practice in relation to learning, care and support for young people who have special educational needs;</p> <p>Demonstrates knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student;</p> <p>Must be physically fit to move and handle disabled children;</p> <p>Must be prepared to work towards and to complete the Level 3 Diploma in Residential Childcare or Specialist Support for Teaching and Learning in Schools, if applicable;</p> <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>	Demonstrate awareness of Keeping Children Safe in Education (Statutory guidance Part 1)



Mission Statement

Student's views and rights are central to the ethos of Valence School.

Its mission is to provide a learning community where there is quality education, care, access and therapy in order to promote each student's intellectual, physical, social, emotional and spiritual wellbeing.

Our work is about enabling children and young people who have special physical, medical and sensory needs to develop the knowledge, skills and understanding together with the confidence, self-esteem and self-dependence necessary for them to participate in and contribute to society in the way each chooses.

The School's aims are to:

1. Meet the individual needs of each student as documented in their individual Statements of Special Educational Needs.
2. Maintain and develop in students lively enquiring minds; to promote the ability to question and argue rationally; to encourage students to apply themselves to a range of tasks and skills.
3. Provide a multidisciplinary approach to a broad, balanced and relevant curriculum that meets individual needs with full access and accreditation.
4. Raise students' self-esteem and self-confidence and create in them a sense of personal excellence enabling them to acquire knowledge and skills relevant to life in a fast-changing world.
5. Help students to develop self-knowledge, spiritual and moral awareness and understanding and respect for other people's feelings, values and beliefs.
6. Help students to understand the multicultural world in which they live as citizens and the inter-dependence of individuals, groups and nations and the rights and responsibilities of living in today's Britain.

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