

## Application for Waking Night 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 200 people providing specialist teaching, therapies, nursing and social 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 see our website videos to see our school in action in our [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) curriculum pathways and [residential provision](#).

Please find attached the following forms:

- Application Form & Equality Monitoring Form - to [complete online](#)
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

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

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.

If you would like to arrange a tour to the school or require any additional information please contact the HR team on 01959 567841 or email [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

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

## WAKING NIGHT STUDENT SUPPORT ASSISTANT

7.30pm to 7.30am per shift including breaks

**£10,306 actual p.a. (£9.86ph) plus unsocial hours allowance**

Monday & Tuesday - Permanent / Wednesday & Thursday - Maternity Cover  
Term Time Only (39 working weeks plus 5.85 weeks' paid holiday)

Benefits include a generous pension scheme & life cover, retail discounts,  
well-being sessions, free on site parking

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. The school is set on a beautiful campus on the outskirts of Westerham and is part of the Kent Special Educational Needs Trust (KsENT).

As a Waking Night Student Support Assistant you will support our residential students during the night by

- attending to students personal care needs;
- ensuring that communication with students, staff, and other departments is effective and contributes to securing efficiency and high standards of care for students;
- appropriately using the recording and reporting processes;
- maintaining high standards of safety and observing good practice in relation to health and safety issues and to be aware of, and implement, students' care plans.

The role will involve moving and handling children and young people. Experience of complex physical and medical needs is desirable.

You will get a total hourly payment of £13.15ph for the hours worked between 10pm to 7am on weekdays. There is also flexibility to cover one night during 16 Open weekends in term time, in which the school is open to provide respite to families paid at £17.86ph.

The successful candidate will be supported to complete the Level 3 Diploma in Residential Childcare and will work within a supportive and friendly team in a country school setting.

**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**

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: Waking Night Student Support Assistant

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**Responsible to:** Home Living Area Managers / Residential Care Manager

### Main purpose

To provide a safe and caring environment within the residential setting and 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

- To be responsible for students within the Home Living Area during the night to monitor and assist to their personal needs as required.
- 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 the residential environment.
- To support students within the residential environments 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.
- 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.
- To appropriately use the recording and reporting processes whenever appropriate.
- The role will include a substantial amount of moving and handling and procedures must be adhered to at all times in accordance with training provided.
- To study towards the completion of the Level 3 Diploma in Residential Childcare, if applicable. This will include some study outside working hours.
- To be aware and integrate in own practice the principles of Keeping Children Safe in Education (Statutory Guidance part 1).
- 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 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. This job description may be amended at any time in consultation with the postholder.



## Valence School Person Specification: Waking Night Student Support Assistant

The following outlines the criteria for this post and applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
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
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;  Demonstrates an ability to work conscientiously, with enthusiasm, resilience and integrity;  Is 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;  Is able to seek advice when necessary and to challenge and report malpractice if applicable	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](#)**