

Application for Care 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 see our website videos to see our school in action in our [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) curriculum pathways and in our [residential provision](#). If you would like to arrange an informal visit please do contact the HR team on 01959 567841.

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.

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

Yours sincerely
Sarah Lowndes
HR Manager

CARE SUPPORT ASSISTANT

Part-time : Term Time Only : 1 year fixed term
39 working weeks plus 6.4 weeks paid holiday
£9.86 per hour + £1,000 'golden hello' payment*

25 hours per week : £11,200 gross p.a.

Monday to Friday : 9.45am to 2.45pm

or

22 hours per week : £9,858 gross p.a.

Monday to Thursday : 4.00pm to 9.30pm

As a Care Support Assistant you will be supporting the care needs of our students with physical disabilities and complex needs. No experience is necessary as full training will be given, however a genuine desire to support our students with their eating and drinking and personal care is essential.

We 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 our students in class or in the residential provision.

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.

For details please visit www.valenceschool.com > work for us or
contact HR on 01959 567841 : email vacancies@valence.kent.sch.uk
We are recruiting on a rolling basis so you are encouraged to submit
an application as soon as possible.

* Terms & conditions apply

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: Care Support Assistant

Responsible to: Home Living Area 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 residential environments to promote each student's intellectual, physical, social, emotional, and spiritual development.
2. To promote a caring environment and the provision of a high standard of care including washing, bathing, and mealtime assistance.
3. 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.
4. To maintain high standards of safety and observe good practice in relation to health and safety issues.
5. To be aware of and implement students' care plans and to assist the students' in the development of their independence outcomes within their individualised programme.
6. To appropriately use the recording and reporting processes whenever appropriate.
7. The role will include a substantial amount of moving and handling. These procedures must be adhered to at all times in accordance with training provided.
8. To study towards the completion of the Level 3 Diploma in either Residential Childcare or Specialist Support for Teaching and Learning in Schools (if applicable). This will include some study outside working hours.
9. To be aware of and integrate in own practice the principles of Keeping Children Safe in Education (Statutory Guidance part 1).
10. 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.
11. To maintain a flexible "can do" approach and 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: Care 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 in English and Maths A* to C (or equivalent). Level 3 Residential Childcare or Level 3 Diploma in Specialist Support for Teaching and Learning in Schools.
2. Skills	<p>Demonstrate 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>Demonstrate a knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student.</p> <p>Be physically fit to move and handle disabled children.</p> <p>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>Demonstrate an ability to work conscientiously, with enthusiasm, resilience and integrity.</p> <p>Able to forge good professional relationships with colleagues and maintain appropriate relationships and boundaries with students.</p> <p>Be respectful and promote fundamental British values, including democracy and tolerance.</p> <p>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](#)