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Kent TN16 1QN

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www.valenceschool.com

Principal: Roland J. Gooding OBE

Application for Class Coordinator (Senior Teaching 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, 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

w: www.valenceschool.com

CLASS COORDINATOR

Part Time : 32.5 hours per week : Term Time Only

Monday to Friday 8.30am - 3.30pm

£20,207 actual gross p.a. : £13.69 per hour

(39 working weeks + 6.4 weeks paid holiday)

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

As a Class Coordinator you will coordinate, inform and advise support staff deployed in lessons to enable them to effectively support students' learning within an identified pathway class. You will provide high quality support for teaching and learning and deliver particular strategies and programmes for students in a variety of settings.

In addition you will ensure effective communication with, and between, staff and students and contribute to securing efficiency and high standards of care and personal development for students. You will also lead on general support duties including providing physical management and personal care.

You will have a good general education, including GCSE English & Maths (grade 5 or above or equivalent).

For application details and an application form please visit

www.valenceschool.com > work for us > staff vacancies or contact HR: email vacancies@valence.kent.sch.uk

As we are recruiting on a rolling basis you are encouraged to 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:

Class Coordinator (Senior Teaching Assistant)

Responsible to: Pathway Lead Teacher

Responsible for: Day-to-day management and supervision of Student Support Assistants within appropriate class pathway

Main purpose

To lead on high quality support for students within an identified pathway class.

Duties and responsibilities

- Ensure high quality learning support for a specific pathway class as directed by the pathway class teacher(s)
- To deliver strategies and programmes for the students in the class in a variety of settings
- To support, inform and advise other support staff who are deployed with the class in lessons to enable them to effectively support students' learning, communication, personal care, and physical management.
- To co-ordinate together with the Form Tutor (and attend if necessary) school meetings relating to students within the identified class.
- Together with the Form Tutor, to ensure that students within the identified class are prepared for, and attend, Annual Reviews.
- To be familiar with curriculum/EHCP targets for students within the identified class.
- To ensure effective communication between Class Teacher, Residential Keyworkers and other class Student Support Assistants.
- The role will include a substantial amount of moving and handling and moving and handling procedures must always be adhered to.
- 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.

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 the DBS.



Valence School Person Specification: Class Coordinator (Senior Teaching 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	Good general education including GCSE (or equivalent) Grade 5/C or above in English and Maths.	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)
2. Skills	Good command of written and spoken English Ability to work independently and to also to work under the authority of a number of different teachers Ability to communicate confidently with others Confidence to deploy class support staff to meet student needs when required Confident use of basic computer software e.g. MS Word, PowerPoint and to be prepared to train to use specialised software Willingness to support student communication systems Be prepared to train in various skills for the benefit of students in their class Be prepared to model skills to other staff working in the class Have a genuine desire to improve the progress of young people with disabilities	



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.