

Westerham Road  
Westerham  
Kent TN16 1QN

**t** 01959 562156

**f** 01959 565046

**e** [valence@valence.kent.sch.uk](mailto:valence@valence.kent.sch.uk)

**www.valenceschool.com**

Principal: Roland J. Gooding OBE

## Application for Deputy Lead Nurse (Band 6)

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

The closing date is **4 May 2025** and we look forward to receiving your completed forms at your earliest convenience. Interviews will take place on the **15 May 2025**.

We reserve the right to close this vacancy, interview and appoint 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

## DEPUTY LEAD NURSE

Salary equivalent to NHS Band 6

0.8 WTE (4 days) - Term Time + 2 weeks (41 working weeks plus 6.8 weeks paid holiday)  
Permanent - 8 hour shifts (including a 30 minute lunch break) on a set weekly shift pattern, including morning , afternoon, evening and school day shifts between the hours of 7am-9pm - Flexibility will be considered

Benefits include a generous pension (equally comparable LGPS pension) & life cover, retail discounts, training opportunities, well-being sessions, free on site parking.

Based in beautiful Westerham, Kent, Valence School is a local authority maintained school, supporting students aged from 4 to 19 with complex medical needs.

We are seeking a Deputy Lead Nurse who would welcome this exciting opportunity to be part of our Health Team at Valence School and you would provide leadership to the nursing team to ensure the highest quality of service is delivered safely and effectively.

We require staff who are able to deliver individual programmes of care / care packages for Valence students. This will include health related care and emergency situations and to be responsible for the health care of both day and boarding students.

You will be confident in the understanding of evidence-based practice and are able to prioritise your work to provide direct care, assessment and support required.

As part of a wider health team, you will enjoy working collaboratively to find solutions and demonstrate empathy and understanding and will be uncompromising in their desire to attain the best care for our students.

To meet the needs of our students, we are particularly interested in applicants with experience in respiratory care, tracheostomy care, suctioning, enteral feeds, jejunostomy and gastrostomy care. In return, you will be provided with regular support and clinical supervision, support with revalidation, a bespoke induction/training programme and a rewarding and interesting post.

For details please visit [www.valenceschool.com](http://www.valenceschool.com) > work for us or contact HR on 01959 567841 or email [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

**Application closing date: 4 May 2025**

**Interview date: 15 May 2025**

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:

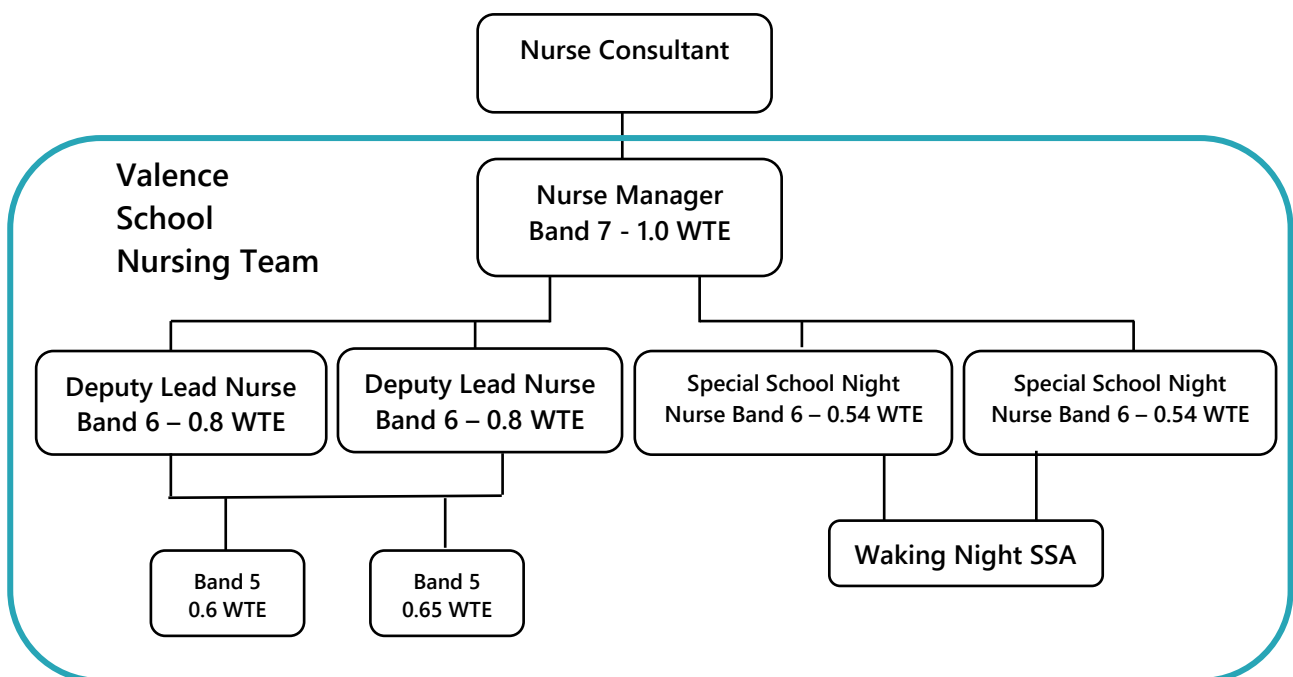
## DEPUTY LEAD NURSE (Band 6)

**Responsible to:** Nurse Manager (Band 7)

**Accountable to:** Principal and Vice Principal (Head of Safeguarding & Social Care)

### Main purpose

- To support the Nurse Manager in developing and leading the nursing team based within Valence School.
- To ensure that standard of practice and delivery of care and treatment is evidenced-based and of a consistently high standard across the school.
- To provide direct support to students with complex health needs when required.
- To assess and identify which care needs can be delegated to school staff by ensuring that the skill is risk assessed and school staff trained, supervised and competent to deliver the care appropriate to the student.
- To maintain a rolling programme of training to school staff, to provide a sufficient resource that will support the student across the school and residential environment, which improves their experience and promotes their independence.
- To participate in quality assurance activities to inform further development and to ensure practice standards are maintained.



- The nursing team is comprised of Band 6 and Band 5 nurses, led by a Band 7 Nurse Manager
- The nursing team works alongside therapists and school staff to an integrated model of care.
- The post holder provides support to the Nurse Manager in the day-to-day operational management of the team, offering support and leadership and deputising for the Nurse Manager when required.
- Both management posts will be supported by an external specialist nurse who will act as consultant, providing clinical advice, guidance and supervision.
- The post holder will ensure that resources are used effectively, planning the workload to meet the priorities with the most efficient use of time, equipment, manpower and other resources (e.g. medical devices)

## **Duties and responsibilities**

### **Communication and Working Relationships**

- Maintain constructive relationships with a broad range of internal and external stakeholders.
- Support the learning ethos of the school by developing relevant projects and initiatives to provide information, advice and expertise.
- Provide, receive and understand complex, sensitive information relating to children and young people with complex continuing health care needs.
- Possess an ability to accurately present highly complex information, negotiate and effect change through skilled communication with internal and external holders.
- Support others within the Valence Health Team to recognise and identify specific barriers (e.g. learning disabilities, age and cognitive abilities) to understanding treatment needs and to work collaboratively with teams to ensure that the young person and family remain involved and informed.

### **Analytical and Judgement skills**

- Contribute to performance improvement, taking a lead for identified areas where agreed.
- Advanced clinical skills to meet the needs of children with complex health conditions and the ability to work autonomously within the field of specialist practice, making clinical priority decisions based on individual assessments.
- Provide guidance to the health team where diagnoses or health care interventions may be unusual and /or complex.
- Ability to critically analyse a clinical situation or change in condition relating to a child/young person and respond accordingly using skills of judgement to make decisions on appropriate action to take within the margins of own professional registration.
- Management of risk and issues with proactive resolution or escalation.
- Ability to utilise knowledge and experience of advanced clinical skills to accurately assess the needs of children and young people with complex health conditions who are referred to the service.
- Ensure practice is evidence-based, keeping up to date with relevant research and national guidance and any changes that occur.
- Ability to work within and support a small team, utilising all team members proficiently and delegating work appropriately according to level of skill and experience.

- Work effectively as part of an integrated team and report any concerns or operational difficulties to the Senior On Call. To seek advice and guidance from the specialist nurse consultant or external professionals to resolve and retain best practice outcome.

### **Planning and Organisational Skills**

- Work with school leaders and the Nurse Manager to contribute to the planning of team projects, performance and governance strategies and the implementation of management or improvement plans.
- Contribute to short, medium and long term business plans for nursing team, achieving quality outcomes.
- Support the Nurse Manager to plan, organise and monitor the workload of the nursing team on a day-to-day basis, taking into account specific issues such as pressures relating to a child's change in need.
- Support other members of the Valence Health Team to plan and organise their own clinical workload efficiently and ensure effective methods of supervision and guidance with regards to complex situations and conditions which may require some joint working and sharing of knowledge, skills and experience.
- To attend regular case review/ team meetings for the Valence Health Team as required in order to monitor and manage the school caseload.

### **Physical skills**

- Ability to undertake accurate and holistic assessment of children and young people's continuing care needs.
- Correct and safe use and understanding of medical device equipment relating to the child or young with continuing care needs
- Good use of IT skills to appropriately collect, share and retrieve information relating to children with Continuing Healthcare Needs.
- Good hand-eye coordination and accuracy essential to safely operate medical device equipment whilst maintaining the safety of the child or young people.
- Ability to drive during the working day when required, for the purpose of attending training, meetings and assessments.

### **Responsibility for Patient/Client Care**

Working with the Nurse Manager, the Deputy Lead Nurse will share responsibility for

- The provision of clinical advice and support to the Valence Health Team, key partners, patients and their families/carers in relation to managing the child's health needs in an educational setting.
- Maintain close liaison with all professionals / partners involved in offering continued support for Children, Young People and their families and carers within the school and community setting to support the development of clear pathways with shared vision and clear accountability.
- Ensuring all patient notes are maintained with 'real time' entries relating to all interactions. In addition, there is a responsibility to monitor this compliance across the team.
- Continued support, guidance and training for the school to maintain support plans.

- Monitoring and reviewing issues of patient safety and escalating trends or risks to the Lead DSL or Vice Principal (Safeguarding & Social Care).
- Managing risk factors by ensuring risk assessments in relation to nursing and health care interventions are maintained. To identify risk patterns and escalate concerns when appropriate.
- To provide clinical governance, ensuring effective infection control measures are in place and to promote safe hygiene standards across the school.

#### **Responsibilities for policy and service development implementation**

- Suggest and support the design and implementation of audits as appropriate and adhere to all organisational policies.
- To support the development of policies, procedures and guidelines relating to own work function and with an impact on the wider organisation, as required.
- Work closely with the Nurse Manager in relation to any reviews of service provision and service development and in partnership with commissioning colleagues in relation to decision making panels and local guidance.

#### **Responsibilities for Financial and Physical resources**

- To plan, manage and report on the use of resources and monitor implementation in terms of value for money.
- To monitor stock control and to ensure the budget is managed effectively.
- To adhere to the school's financial procedures and seek authorisation Act as financial signatory for staff travel claims and change forms.

#### **Responsibilities for Human Resources**

- To promote a positive learning environment for staff, students and learners. To support the Nurse Manager in the coordination of training, development and recruitment activity across the team
- To support the induction of new staff to the Valence nursing team, adhering to the processes and procedures that support new staff, undertaking the role of mentor to Band 5 staff or others where appropriate.
- To support the Nurse Manager in leading the Valence nursing team, escalating issues as appropriate to the Senior Leadership Team in order to maintain and ensure efficient day to day management of the team.
- With support from the Nurse Manager and Valence Human Resources, to participate in performance development and management strategies including the undertaking of appraisals, recruitment, disciplinary or capability issues as necessary.

#### **Responsibilities for Information Resources**

In conjunction with the Nurse Manager, the post holder will be:

- Responsible for ensuring the safe and proper use of patient identifiable information according to local patient confidentiality and record keeping policies.
- Responsible for ensuring patient records are updated accurately and contemporaneously.
- Responsible for ensuring all documentation is maintained according to NMC guidelines and Valence organisational policies.

- Able to present information logically and concisely both verbally and in writing.
- Responsible for ensuring the safe and proper use of patient identifiable information in accordance with local policies.

### **Responsibilities for Research and Development**

- Work with the Nurse Manager to identify areas of practice which could be subject to clinical audit and ensuring participation in service specific audits as required, such as Clinical Records Audit, Staff Survey and Patient Engagement Surveys.
- Possess a research-based approach and awareness of specific research issues which may impact on children and young people with Continuing Care Needs and shares appropriate information with the wider teams and services within the organisation.
- Identify areas of practice within the Valence nursing team, or wider health team based within Valence which could be subject to clinical audit.
- Fosters a research-based approach to all nursing practice within Valence and supports staff to develop research awareness skills.

### **Freedom to Act**

- Work within the Nursing and Midwifery Council (NMC) Code of Professional Conduct at all times
- Accountable and responsible for own professional actions.
- Support and enact decisions relating to the health needs of an individual child or young person and interpreting and determining levels of clinical deterioration with regards to life limited/life threatened children and young people receiving care at school, specifically providing an appropriate plan, including seeking urgent medical review as required.
- Responsible for providing detailed feedback to all team members and sharing information relating to specific health needs, progress of individuals, family status etc.
- Able to escalate safeguarding concerns to the Designated Safeguarding Lead and assist in making a referral to social care agencies where significant risks are apparent.

### **Physical Effort**

- Occasional awkward positions (such as kneeling and crouching) during the delivery of specific clinical care.
- Potential for prolonged VDU usage
- Occasional handling of heavy equipment, such as medical device equipment in the school setting.

### **Mental Effort**

- Ability to manage team and own schedule.
- Ability to organise and plan mainly predictable workload effectively, but able to react to unpredictable workload for self and team as required.
- Ability to quickly and efficiently respond to changes both of a workforce and clinical nature that require urgent solutions and action, often within a set period of time.
- Ability to concentrate carefully for short, medium and long periods of time during each training session to ensure all clinical care is delivered effectively and safely and any subtle

queues from the child/young person are detected and acted upon, further to assessment or review information.

- Ability to alter planned work and delegate effectively according to additional responsibilities or increased levels of needs with regards to the children and young people's continuing care caseload.

### **Emotional Effort**

- Ability to work effectively with families of children and young people with long term often life threatening/life limiting conditions which are frequently of a degenerative nature.
- Repeated and direct associations with vulnerable Children and Young People with little or no means of communication who are entirely dependent on others for all aspects of their care.
- Working with parents, carers and siblings of severely disabled and life limited children and young people and experiencing their emotional grief and loss on a daily basis.
- Working within a service which is constantly exposed to high levels of emotional effort and being able to effectively support colleagues appropriately and respond to crisis within a workforce.
- Working in a service that is required to demonstrate activity and expenditure that is value for money.

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 DBS.





# Valence School Person Specification:

## NURSE (Band 6): Deputy Lead Nurse

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

	Essential	Desirable
<b>Qualifications</b>		
BSc Nursing or RN in Child or Learning Disability Nursing and currently registered with NMC	x	
Post registration, specialist training relevant to speciality	x	
Practice assessor/supervisor	x	
<b>Experience</b>		
Experienced in assessing and developing patient care plans	x	
Experienced in developing and delivering care and clinical interventions to patients	x	
Experience of MDT working	x	
Experience of teaching, training and supervision/assessing junior staff and students	x	
Evidence of recent CPD	x	
Evidence of developing policy, guidelines contributing to management of resources	x	
<b>Skills</b>		
Excellent communication skills, written and verbal, ability to receive and provide complex information which may be sensitive, contentious, where persuasive negotiation may be required and there could be barriers to understanding	x	
Ability to work autonomously; prioritise workload, instruct and direct others, work is managed rather than supervised; works within clear code of practice	x	
Problem solving skills	x	
Advocacy skills	x	
Teaching, supervision and assessing skills	x	
Dexterity required for intravenous and intramuscular injections, inserting catheters, setting up syringe drivers, removal of sutures, wound management	x	
Assess patient/clients plan develop/implement programmes of care conditions, using judgement when assessing /evaluating patients' conditions	x	
Ability to work as part of a team and support development of others	x	
Ability to adapt to change within work situation	x	

	Essential	Desirable
<b>Knowledge</b>		
Understanding of the health needs of people in their care and health promotion	x	
Understanding of a range of clinical approaches	x	
Awareness of research and evidence-based practice relevant to clinical area	x	
Knowledge of health promotion	x	
<b>Equality</b>		
Be able to demonstrate and understanding of the principles of equality, diversity, and inclusion and how they apply to staff and patients in a healthcare setting. Able to demonstrate personal commitment to challenging discrimination and promoting equalities, at an appropriate level for the post	x	
<b>Other</b>		
Is able to work legally in the UK	x	
Is able to work with children and vulnerable adults and aware of safeguarding	x	
Ability to travel for meetings across a range of sites if required for role.	x	
For posts which require a professional registration, postholders hold a valid up to date registration with their professional body.	x	
For posts where postholders are required to drive as part of their role they hold a valid full driving licence which enables them to drive in the UK	x	

## 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.