

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

## English Teacher

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.

Please see our website videos to see our school in action in our [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) curriculum pathways and contact the HR team to arrange a visit to the school.

Please find enclosed the following forms:

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

You are encouraged to submit an application as soon as possible as we are recruiting on a rolling basis.

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



**Valence School**  
enabling independence

Westerham Road, Westerham TN16 1QN

t: 01959 567841

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

w: [www.valenceschool.com](http://www.valenceschool.com)

# ENGLISH TEACHER

**Full Time 1.0 FTE - Permanent**

**MPR/UPR (depending on experience) + SEN allowance**

**Are you a creative and passionate teacher with high expectations?**

**If so, we have a wonderful opportunity for you  
to join our English department.**

You will make a tangible difference to the lives of students at our school, teaching across two of the three learning pathways within the secondary school. Alongside teaching English you will be a valued part of the whole school community, who work together closely to ensure we meet our students' individual needs.

Students at Valence behave impeccably and are highly motivated; we are looking for an English teacher who can help our students to communicate with the world around them and achieve their full potential.

This post is suitable both for early career and more experienced teachers. Visits to the school would be warmly welcomed.

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 (KsENT).

Previous experience of SEND would be an advantage but not necessary.

**For application details please visit [www.valenceschool.com](http://www.valenceschool.com)>work for us  
or for further information please contact HR team at  
[vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)**

**You are encouraged you to submit an application as soon as possible as we  
are recruiting on a rolling basis.**

**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:

## TEACHER of ENGLISH

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Responsible to: Head of English

### Main purpose

To teach English to secondary age and post-16 pupils across two learning pathways.

To support with the teaching and planning of English (including literacy and phonics) across the whole school.

*The post is subject to the conditions of the service set out in the Current School Teachers' Pay and Conditions Document. The post holder is required to integrate the principles of The Children Act (1989) into everyday work and practices.*

### Duties and responsibilities

1. Plan and teach highly effective English lessons to students in the Formal and Semi-Formal pathways.
2. Mark student work carefully, providing appropriate suggestions for how to improve writing.
3. Manage Student Support Assistants working in the classroom, directing their work and ensuring that they are kept informed about teaching methods, targets for individual pupils and other relevant information.
4. Liaise with students' parents, attending parents' evenings and other parent consultation opportunities when required.
5. Work closely with the Head of English to identify the needs of pupils in the secondary school, develop appropriate teaching and learning strategies and create resources that are appropriate to individualised learning needs.
6. Prepare students for external assessments and examinations as required (including Entry Level and GCSE).
7. Maintain appropriate records to ensure students' achievements and progress are documented and available to plan future work and targets.
8. Write reports for annual reviews, other reviews and end of year reporting to parents.
9. Participate in developing Individual Education Plans for students and to co-ordinate these when required.
10. Liaise with therapists and care staff, exchanging and sharing information as necessary and planning and implementing programmes for pupils as devised by the multi-disciplinary team.
11. Teach other areas of the curriculum as required and to contribute to other curriculum development initiatives within the school.

12. Ensure the safety and supervision of students at all times and to follow agreed procedures in the event of emergencies/accidents.
13. Attend meetings as required
14. Maintain bright, relevant and interesting displays in one or more classrooms and to contribute to displays in other parts of the school, ensuring that pupils' work and achievements are sensitively exhibited with an emphasis on celebrating success.
15. 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.
16. 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.
17. To undertake any other duties commensurate with the terms and conditions for teachers as determined by the Principal.

*It is in the nature of the work of special schools that many tasks and responsibilities are unpredictable and varied. All staff is therefore expected to work in a flexible way and when occasions arise, to undertake tasks not specifically covered in their job description.*

*This job description may be reviewed at any time and will be done so at least on an annual basis.*



# Valence School Person Specification:

## TEACHER of ENGLISH

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	<ul style="list-style-type: none"><li>• Qualified teacher recognized by the DFE.</li><li>• English Degree or evidence of teaching English as a main/ subsidiary subject.</li></ul>	<ul style="list-style-type: none"><li>• Basic knowledge of the educational implications of physical disabilities.</li><li>• Experience and/or appreciation of the SEND Code of Practice and individual education plans.</li><li>• Experience of working with children and young people who have special educational needs and/or appreciation of their needs and the implications these have for teaching, planning lessons, classroom organisation and pastoral support.</li><li>• Experience, or awareness, of teaching phonics to pre-readers and early readers.</li><li>• Experience of teaching English Language and English Literature up to GCSE.</li></ul>
2. Skills	<ul style="list-style-type: none"><li>• Ability to communicate effectively with a wide range of children and young people (including those using alternative communication systems*) and with professionals from several disciplines.</li><li>• Ability to assess pupils across the whole ability range and to plan individual programmes of work for English language development.</li><li>• Appreciation of and ability to promote the fundamental rights of children and young people, in particular their privacy, dignity, choices, independence and personal fulfilment.</li></ul>	<ul style="list-style-type: none"><li>• Appreciation of the value and opportunities associated with residential education and multi-disciplinary working.</li></ul> <p>*The successful candidate will not be expected to have any knowledge of alternative communication systems before taking up this post and knowledge of signing systems or signing skills is not a requirement for the post.</p>



## 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](#)**