

Application for Healthcare Assistant 1:1

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 enclosed the following forms:

- Application Form and Equality Monitoring Form : to [complete and submit 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

HEALTHCARE ASSISTANT 1:1

Part Time - Term Time Only - Permanent

Monday to Friday - 32.5 hours per week - 8.30am to 3.30pm

(Flexibility will be considered)

£19,245 gross p.a. - £13.04 per hour

(39 working weeks and 6.4 weeks paid holiday)

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

Join our friendly staff team in the picturesque setting of Valence School, located in Westerham, Kent. 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) and have a large, dedicated staff team of over 200 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

As a One-to-One Healthcare Assistant you will support the nursing team with their duties to enable students with complex disabilities to engage with their normal day to day activities. This includes carrying out clinical interventions, recognising when a student becomes unwell and reporting to the registered nurses. Training in all the relevant medical skills and procedures will be provided. This is a great opportunity for someone to gain a step into nursing!

Experience of complex physical and medical needs is desirable along with a Level 3 Diploma in Specialist Support for Teaching and Learning in Schools/Residential Childcare, alternatively support will be given to achieve this. We offer a supportive, friendly working environment in a country school setting along with continuous training opportunities. You will have the chance to make a real and positive impact on the lives of our fantastic students.

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:

Health Care Assistant 1:1

Responsible to: Learning Support Supervisor

Main purpose

To work 1:1 with a day student with tracheostomy who has airway clearance and management needs and very closely with the nurses and physiotherapists. (To support other students with complex medical needs in the absence of the key student).

Duties and responsibilities

- To build a relationship with the student in order to help manage their airway and airway clearance needs and feel confident and safe at school.
- 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.
- To be the responsible member of staff within the classroom for the student and to use invasive techniques such as tracheostomy suction and perform other tasks to ensure their tracheostomy remains safe when required.
- To support students within the learning environments in order to promote named student's intellectual, physical, social, emotional and spiritual development. To promote a caring environment and the provision of a high standard of personal care including mealtime assistance.
- To support access to the curriculum and social activities.
- To be aware of and implement students' care plans. To assist the student in the development of Skills of Success as targeted within the individualised programme.
- To be aware of and pro-actively observe all school policies.
- The role will include a substantial amount of moving and handling.
- To study towards the completion of the Level 3 Diploma for Specialist Support for Teaching and Learning, if applicable. This will include some study outside working hours.
- 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 DBS.



Valence School Person Specification: Health Care Assistant 1:1

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	<p>Ability to build a relationship with a student in order to help her manage her airway needs and feel confident and safe at School.</p> <p>Prepared to use invasive techniques such as tracheostomy suction and to be trained to change and manage the tracheostomy tube, in conjunction with the nurses.</p> <p>Must be physically fit to move and handle disabled children.</p> <p>Must be prepared to work towards and to complete the Children's Workforce Diploma at Level 3 within two years, if applicable.</p>	<p>Knowledge of special educational needs, disabilities, physical, health and social/emotional needs</p> <p>Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance)</p> <p>Children's workforce Diploma Level 3</p>
2. Skills	<p>Excellent planning and organisational skills</p> <p>Demonstrates 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>Demonstrates knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student</p>	



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.