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Principal: Roland J. Gooding OBE

Application for Keyworker (Residential)

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

KEYWORKER (Children's Residential)

Full Time - Term Time Only

£14.50 per hour - £26,344 actual p.a. for 40 hours per week

Set shifts between 7am and 10pm plus 8 x 12hr weekend shifts per year
(39 working weeks and 6.4 weeks paid holiday)

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

Due to continued growth and development, we are seeking to recruit residential Keyworkers to join our 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 we have a large, dedicated staff team of over 250 people providing specialist teaching, therapies, nursing and social care to an exceptionally high standard.

As a Keyworker, your role is important in helping students with complex physical and health needs to develop and achieve. Working across the school and home living area, you will be working in an environment where your efforts and commitment can have life-changing results. Your ambition for the young people will help them to take the next steps in fulfilling their potential.

Previous experience of caring and supporting individuals to achieve their potential is desirable along with skills as a strong team player and the resilience to keep going at difficult times and to ask for support if needed. Excellent written and oral communication skills and computer literacy is required. You will need a Level 3 Diploma in Residential Childcare or a willingness to complete this qualification (fully funded and supported by the school).

For application details please visit www.valenceschool.com > work for us

Contact the HR team : 01959 567841 or 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: Keyworker (Including One-to-One Support)

Responsible to: Residential Education Provision (REP) Manager

Main purpose

To have responsibility for and work to promote all aspects of personal development and individual progress for either a group of key students in both formal and informal learning environments during the school day and residential hours.

Duties and responsibilities

1. To keywork a small number of students working within the Keywork Practice Guidelines and to deliver high quality care and provision for students in accordance with the departmental objectives, and improvement plan priorities, keeping them at the centre and advocating their goals and aspirations.
2. 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.
3. To lead and coordinate the personalised programme for each key student.
4. To support students within the learning environments in order to promote named student's intellectual, physical, social, emotional and spiritual development. This will include supporting key students in the education provision in lessons, lunch times and personal care.
5. To provide direct work in the residential provision with each key student in order to ensure that their learning, social development and other individual needs are fully met. To understand and support the delivery of a 24-hour curriculum to students.
6. To promote a caring environment ensuring the health, wellbeing and safety of the student is paramount and provide a high standard of intimate personal care and administration of medication (following completion of relevant training) including mealtime assistance. The role will include a substantial amount of moving and handling and moving and handling procedures have to be adhered to at all times in accordance with training provided.
7. To be aware of and implement students' care plans and to assist the students' in the development of their independence outcomes within the individualised programme.

8. To liaise with the *Head of Teaching & Learning* and *Head of Safeguarding* in order to develop a specific behavioural plan to positively contribute to key students welfare.
9. To attend all meetings about key students where required and to complete all relevant records and reports. This will include Annual Reviews, target setting and liaison with external agencies.
10. To run small group activities both on and off site, that will enable students to development their independence, communication and life skills.
11. To participate in the duty rota and run a shift plan overseen by the REP Manager/Duty Manager.
12. To appropriately use the recording and reporting processes whenever appropriate.
13. To maintain high standards of safety and observe good practice in relation to health and safety issues.
14. To demonstrate a commitment to learning, through completion of induction within 6 months of starting employment (probationary period) and participation in continuous professional development to include regular reflective practice and participation in supervision as frequently as required for the role.
15. To complete a Level 3 Diploma in Residential Childcare if not already achieved. This will include some study outside working hours.
16. To proactively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person. To be aware of and integrate in own practice the principles of Keeping Children Safe in Education.
17. 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: Keyworker (Including One-to-One Support)

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>Level 3 Diploma in Residential Childcare or must be prepared to complete it within 18 months after probation.</p> <p>Good general education (GCSE (or equivalent) Grade 4/C or above in English and/or Maths).</p> <p>Basic computer skills</p> <p>Experience in a care setting</p> <p>Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance)</p>	<p>Knowledge of special educational needs, disabilities, physical, health and social/emotional needs</p> <p>Experience of working in an educational setting supporting students.</p> <p>Full driving licence and able to undertake minibuss driving.</p>
2. Skills/ Knowledge	<p>Good written and verbal communication skills along with, excellent organisational, time management and planning skills</p> <p>Have a genuine desire to improve the progress of the young people with disabilities and of the student in particular.</p> <p>Able to assess and make a good judgement about the most reasonable responses to behavioural challenges and able to deal with challenging situations in a calm manner.</p> <p>Ability to adopt an authoritative style and able to work effectively in a multi-disciplinary setting.</p> <p>Ability to support students' learning.</p> <p>Physically fit to move and handle disabled children.</p> <p>Able to undertake shift work including working occasional weekends.</p>	<p>Knowledge of behavioural management theories desirable</p> <p>Demonstrates knowledge of the multidisciplinary needs of 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.