

Application for Care Support 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 250 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.

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

CARE SUPPORT ASSISTANT

Part-time : Term Time Only : Permanent
39 working weeks plus 6.4 weeks paid holiday
£11.79 per hour

25 hours per week : £13,384 gross p.a.
Monday to Friday : 9.45am to 2.45pm
or

24 hours per week : £12,849 gross p.a.
Monday to Thursday : 3.30pm to 9.30pm

As a Care Support Assistant you will be supporting the care needs of our students with physical disabilities and complex needs. No experience is necessary as full training will be given, however a genuine desire to support our students with their eating and drinking and personal care is essential.

We offer a supportive, friendly working environment in a country school setting and the chance to make a real and positive impact on the lives of our students in class or in the residential provision.

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.

To complete an application form please visit www.valenceschool.com > work for us or email the HR team at vacancies@valence.kent.sch.uk

We are recruiting on a rolling basis therefore please 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. Valence School is committed to valuing diversity and promoting 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:

Care Support Assistant

Responsible to: Home Living Area Manager / Learning Support Supervisor

Main purpose

To support students in both formal and informal learning environments during the extended school day to meet the students physical, learning and social needs.

Duties and responsibilities

1. To support students within the learning and residential environments to promote each student's intellectual, physical, social, emotional, and spiritual development.
2. To promote a caring environment and the provision of a high standard of care including washing, bathing, and mealtime assistance.
3. 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.
4. To maintain high standards of safety and observe good practice in relation to health and safety issues.
5. To be aware of and implement students' care plans and to assist the students' in the development of their independence outcomes within their individualised programme.
6. To appropriately use the recording and reporting processes whenever appropriate.
7. The role will include a substantial amount of moving and handling. These procedures must be adhered to at all times in accordance with training provided.
8. To study towards the completion of the Level 3 Diploma in either Residential Childcare or Specialist Support for Teaching and Learning in Schools (if applicable). This will include some study outside working hours.
9. To be aware of and integrate in own practice the principles of Keeping Children Safe in Education (Statutory Guidance part 1).
10. 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.
11. To maintain a flexible "can do" approach and be aware of and pro-actively observe all school policies.

The list is not exhaustive and may include additional comparable tasks as agreed from time to time with line manager.



Valence School Person Specification: Care Support 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		<p>GCSE in English and Maths A* to C (or equivalent). Level 3 Residential Childcare or Level 3 Diploma in Specialist Support for Teaching and Learning in Schools.</p> <p>Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance)</p>
2. Skills	<p>Demonstrate 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>Demonstrate a knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student.</p> <p>Be physically fit to move and handle disabled children.</p> <p>Prepared to work towards and to complete the Level 3 Diploma in Residential Childcare or Specialist Support for Teaching and Learning in Schools, if applicable.</p> <p>Demonstrate an ability to work conscientiously, with enthusiasm, resilience and integrity.</p> <p>Able to forge good professional relationships with colleagues and maintain appropriate relationships and boundaries with students.</p> <p>Be respectful and promote fundamental British values, including democracy and tolerance.</p> <p>Responsible for own learning and development and is accountable for own work and actions.</p> <p>Is able to seek advice when necessary and to challenge and report malpractice if applicable</p>	<p>Demonstrate awareness of Keeping Children Safe in Education (Statutory guidance Part 1).</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.