

January 2022

**Application for Teaching and Learning Assistant Science (Maternity cover)**

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 and please also see our website videos to see our school in action in our [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) curriculum pathways.

Please find enclosed the following forms:

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

The closing date is **27 February 2022** and we look forward to receiving your completed forms at your earliest convenience. Interviews are expected to be held on **10 March or 17 March 2022**.

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

## TEACHING & LEARNING ASSISTANT for SCIENCE

Full Time - 37 hours per week - Term Time Only

**£18,323 actual gross p.a. (£21,032 FTE) MATERNITY COVER**

As a Teaching & Learning Assistant you will provide high quality support in Science across the school. This will include creating differentiated materials to enhance learning opportunities and to ensure that the teacher has appropriate resources for curriculum delivery. You will support, inform and advise support staff who are deployed in lessons to enable them to safely and effectively support students' learning. You will also be required to carry out general support duties, including personal care and physical management for students as required.

You will have a good command of written and spoken English, and a good general education including GCSE (or equivalent) Grade 5/C or above in English and Maths. You will be confident with basic computer software e.g. MS word, PowerPoint, and be prepared to train to use specialised software and equipment in the Science Laboratory. You must have a genuine desire to improve the progress of young people with disabilities in Science. Knowledge of working within a Science Laboratory will be an advantage.

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.

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

Application closing date: 27 February 2022

Interview date: 10 March or 17 March 2022

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.



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# Valence School Job Description:

## Teaching & Learning Assistant – Science

### (Maternity cover)

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**Responsible to:** Teacher for Science / Assistant Principal (Curriculum)

**Main purpose**

To provide high quality support for teaching and learning in a specific area of the curriculum across the school.

**Duties and responsibilities**

- Ensure high quality learning support for the Science curriculum as directed by the subject teacher.
- Create resources and materials to enhance learning opportunities and to ensure that the teacher has appropriate resources for curriculum delivery.
- To support, inform and advise support staff who are deployed in lessons to enable them to effectively support students' learning.
- To undertake any necessary training in the Science Laboratory, in order to lead small groups of students and guide support staff
- To undertake intensive work with identified children or groups of children to enable them to make accelerated progress in Science.
- To carry out general support duties including personal care and physical management for students as required.
- Carry out any other comparable duties as required by the subject teacher.
- 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.

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# Valence School Person Specification:

## Teaching & Learning Assistant – Science

### (Maternity cover)

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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	Good general education including GCSE (or equivalent) Grade C or above in Maths or Science.  Knowledge of safeguarding and child protection.	GCSE (or equivalent) Grade C or above in English  Knowledge of special educational needs, disabilities, physical, health and social/emotional needs  Understanding of Science and/or experience of supporting students with Scientific experiments
2. Skills	Excellent planning and organisational skills  Good command of written and spoken English with an enthusiasm for Science.  Ability to work independently and to also to work under the authority of the Science teacher  Confident use of basic computer software e.g. MS Word, Teams and Power Point.  Able to be organised and efficient in the recording and documentation of student progress.  Have a genuine desire to improve the progress of young people with disabilities in Science.	



## 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](#)**