

March 2023

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Principal: Roland J. Gooding OBE

## Application for Childrens Residential Assistant Manager

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 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

The closing date is **20 April 2023** and we look forward to receiving your completed forms at your earliest convenience. Interviews are expected to be held the **week commencing 1 May 2023**.

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

## CHILDREN'S RESIDENTIAL ASSISTANT MANAGER

Full Time - School Term Time Only - Permanent

£26,000 actual p.a. for 40 hours per week

plus 10 x 7.5hr weekend shifts per academic year

39 working weeks and 6.4 weeks paid holiday

Set shifts between 7am and 10pm

Generous pension scheme & life cover, retail discounts, well-being sessions, training opportunities, free evening meal on late shift and free on site parking

We are recruiting for a Residential Education Provision (REP) Assistant Manager to 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.

In this role, you will work in the Residential Education Provision and assist the REP Manager in accordance with the ethos of Valence School, to ensure the highest standards of young person centred support is delivered and maintained.

The role will involve:

- Managing resources - both physical and staffing;
- Supporting young people (including keyworking) in partnership with a multi-disciplinary team to maintain a consistent, holistic and effective working approach;
- Ensuring excellent communication with students, staff and parents/carers.

You will have the chance to make a positive impact on the lives of our fantastic students. Successful candidates will be qualified to at least Level 3 Diploma in Residential Childcare and have relevant experience in a residential educational or care setting with children and young people. Experience of working with young people who have complex physical and medical needs is desirable and an aspiration to enable students to learn and achieve meaningful independence is essential. The successful candidate will be supported to gain the Level 5 diploma in Management & Leadership.

Please visit [www.valenceschool.com](http://www.valenceschool.com) > work for us > staff-vacancies  
or email the HR team - [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

Closing date for applications: Thursday 20th April 2023

Interviews to be held week commencing 1st May 2023



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# Valence School Job Description:

## Childrens Residential Assistant Manager

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**Responsible to:** Residential Education Provision (REP) Manager

Main purpose:

To assist the REP Manager in ensuring the highest standard of support is delivered and maintained for all our young people. To uphold the standards set out within the Policies and Procedures of the school in accordance with the Philosophy and ethos of Valence School.

Main duties and responsibilities:

**Operational:**

1. Support effective rota management to ensure appropriate staffing resources to meet the needs of the young people.
2. Personally uphold standards and ensure practice is in line with the Equality and Diversity Policy and procedures of the school.
3. Positively represent the school at meetings and to external stakeholders, actively promoting the approaches and ethos of the school.
4. Assist on open weekends. Work across the open weekend rota to ensure there is continuous management cover and provide leadership and guidance to staff and young people.
5. Liaise with other REP managers and assistants to ensure effective whole-school provision, staff deployment during daily breaks and the efficient planning of inter-REP activities, such as trips out. Communicate these arrangements with the Learning and Social Care Coordinator.
6. Ensure medications are administered according to the policy.

**Young Persons Support:**

1. Young people have their needs assessed and have Support Plans in place to ensure these needs are met through effective staff support. All young people are encouraged and supported to work towards personal development objectives. Where appropriate, young people will have risk management plans.
2. Assist in the development of a range of activities available, to provide a fun and stimulating environment.
3. To ensure that communication with students, staff, parents and other departments is effective and contributes to securing efficiency and high standards of residential care and personal development for students.
4. Support young people in the running of their home living area and encourage them to participate within the life of the school.

5. Acting as Keyworker to a small number of students as appropriate.
6. Work in partnership with the Multi-Disciplinary Team to maintain a consistent, holistic and effective working approach.

### **Staffing Resource:**

1. Provide regular supervision and support to designated staff, ensuring performance standards and quality are maintained at a high standard. Development objectives set at appraisal are reviewed during the year.
2. Support effective communication within the Residential Education Provision Team and amongst the wider staff team. When required, chair regular staff meetings.
3. Support the training and development of staff and provide training and mentoring as required. Support the induction of new staff into their role.
4. Participate in the recruitment of new staff by supporting the shortlisting and interview process.

### **Resource Management:**

1. The home living areas are kept in a high state of cleanliness and infection control is maintained as a high priority.
2. Maintain and regularly check resources within the home living areas to ensure they remain usable.

### **Health and Safety:**

1. Support the REP Manager in the management and monitoring of all Health and Safety within the home living area.

### **Other:**

1. Participate in an On-Call System.
2. The role will include a substantial amount of moving and handling.
3. To pro-actively 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 and report all concerns to an appropriate person.
4. To appropriately use the recording and reporting processes whenever appropriate.
5. 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: Children Residential Assistant Manager

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>1. Qualifications/ Experience</b>	1.1 A relevant qualification related to working with children at a minimum of Level 3  1.2 Relevant experience working in a residential educational or care setting with children and young people	1.3 Knowledge and/or experience of children and young people who have complex physical and medical needs  1.4 Knowledge of safeguarding and child protection including Keeping Children Safe in Education (statutory guidance).
<b>2. Knowledge</b>	2.1 Normal child development stages 2.2 Childhood disability and implications for education and care 2.3 Knowledge and understanding of safeguarding 2.4 National Minimum Standards for Residential Special Schools 2.5 Children’s Workforce Development Council in relation to staff induction, training and development 2.6 Professional supervision – its purpose and use	2.7 Childhood medical conditions and their implications for learning and living  2.8 Employment legislation regarding the employment of staff, particularly in relation to competence, discipline and grievances
<b>3. Skills</b>	3.1 Excellent interpersonal and communication skills for a variety of audiences  3.2 Clear, outcome focused thinking with demonstrable evidence of effective decision-making	

	<p>3.3 Evidence of effective approaches to difficult and challenging situations</p> <p>3.4 Effective report writing and record keeping</p> <p>3.5 Excellent planning and organisational skills</p> <p>3.6 Competent use of computer technology, e.g. Microsoft Office</p> <p>3.7 Ability to plan risk-taking in order to promote children's and young people's independence</p>	
<p>4. <b>Attributes and Personal Qualities</b></p>	<p>4.1 Open, honest and transparent</p> <p>4.2 Your work consistently models and demonstrates shared values</p> <p>4.3 Empathetic especially in relation to the needs of children and young people and their families</p> <p>4.4 Assumes effective team leader and team-player roles</p> <p>4.5 Sound, reliable and robust judgement</p> <p>4.6 Impeccable behaviour maintaining proper boundaries between professional, social and personal relationships</p> <p>4.7 Resilient, committed, flexible and outcome focused</p> <p>4.8 Must be physically fit to move and handle disabled children</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.