

Application for Education Support Assistant Computing

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 online](#)
- Copy of the Advertisement
- Job Description and Person Specification
- Valence Vision & Ethos

The closing date is **29 June 2025** and we look forward to receiving your completed forms at your earliest convenience. Interviews will take place the **week commencing 7 July 2025**.

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 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.

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

EDUCATION SUPPORT ASSISTANT for COMPUTING

Part-Time - 20 hours per week - Permanent

Monday to Friday 08.45am to 12.45pm - Term Time Only

£13.11 per hour - £11,909 actual gross p.a.

for 39 working weeks and 6.4 weeks' paid holiday

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

As an Education Support Assistant for Computing you will provide high quality support in computing across the school. This will include creating resources and 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 effectively support students' learning and be an advocate for I.T. so that students are inspired to learn. You will also 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. You must have a genuine desire to improve the progress of young people with disabilities in Computing. Knowledge of working with I.T. 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 (KsENT).

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

or contact HR Team at vacancies@valence.kent.sch.uk

Application closing date: 29 June 2025

Interview date: w/c 7 July 2025

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:

EDUCATION SUPPORT ASSISTANT – COMPUTING

Responsible to: Lead Teacher IT

Main purpose

To provide high quality support for teaching and learning in the I.T. curriculum across the school.

Duties and responsibilities

- Provide high quality learning support for a specific area of the 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;
- Support, inform and advise support staff who are deployed in lessons to enable them to effectively support students' learning;
- To undertake relevant training as required to support students and guide support staff in ICT;
- Deliver particular strategies and programmes in the subject in a variety of settings including in other subject lessons;
- Undertake intensive work with identified children or groups of children to enable them to make accelerated progress;
- 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
- 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
- Proactively 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;
- 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: EDUCATION SUPPORT ASSISTANT – COMPUTING

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>Good general education including GCSE (or equivalent) Grade 5/C or above in English and Maths.</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>
2. Skills	<p>Excellent interpersonal skills both in working relationships with children and young people and in forming effective professional relationships with a wide range of contacts</p> <p>Excellent planning and organisation skills</p> <p>Good command of written and spoken English</p> <p>Enthusiasm for Computing</p> <p>Ability to work independently and flexibly using own initiative</p> <p>To work under the authority of the I.T. teacher</p> <p>Good team player</p> <p>Confident use of basic computer software e.g. MS Word, MS Teams and Power Point and be prepared to train to use specialised software.</p> <p>Organised and efficient recording and documentation of student progress.</p> <p>Have a genuine desire to improve the progress of children and young people with disabilities in Computing.</p>	<p>Knowledge of a range of IT systems, software and hardware.</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.