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**www.valenceschool.com**

Principal: Roland J. Gooding OBE

## Teaching Cover Supervisor

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 conducted for shortlisted candidates. This post is engaged in regulated activity and therefore successful applicants will need an enhanced Disclosure and Barring Service check with barred list information. 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](mailto:vacancies@valence.kent.sch.uk)

w: [www.valenceschool.com](http://www.valenceschool.com)

## TEACHING COVER SUPERVISOR

Full Time - 37 hours per week

Monday - Thursday : 8.30am - 4.30pm;

Friday : 8.30am - 4.00pm

£27,260 actual gross p.a. (£14.32 per hour)

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

As a Teaching Cover Supervisor you will provide high quality cover lessons as the need arises. You will be able to work on your own initiative and communicate effectively at all levels.

You must have a genuine desire to improve the progress of young people with disabilities. You will be a valued part of the whole school community, who work closely together to ensure we meet our students individual needs.

The successful applicant will have a good general education including GCSE (or equivalent) grade 4 or above in English and Maths.

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). 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 Valence students.

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)

Application closing date: 31 August 2025

Interview date: 11 September 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:

## TEACHING COVER SUPERVISOR

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**Responsible to:** Assistant Principal (Curriculum)

### Main purpose

Provide cover for lessons as and when required.

### Duties and responsibilities

- In the absence of a teacher, to be solely responsible for a class of students ensuring they are engaged and supported in a learning activity. Cover work will usually be provided, however in some cases the Cover Supervisor is required to use some initiative and creativity.
- When not supervising lessons the Cover Supervisor is managed by the Education Leadership Team (ELT) fulfilling the role of a Student Support Assistant, including care and other duties associated with that role.
- Liaise with teachers/other relevant staff with regard to work set for a class to be equipped and informed to be able to effectively supervise the assigned lesson.
- Feedback to the teacher on student engagement and on any issues that may have arisen in the cover lesson(s).
- Prepare, monitor and maintain a safe and secure learning environment in line with the lesson plan.
- There are no non-contact periods associated with this role, unless arranged as part of long-term cover arrangements.
- Carry out other comparable duties as required by the Education Team.
- To invigilate internal and external test and examinations under formal conditions.
- 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. 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:

## TEACHING COVER SUPERVISOR

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>	<p>Good general education including GCSE (or equivalent) Grade 4/C or above in English and Maths.</p> <p>Awareness of safeguarding requirements</p> <p>Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance)</p>	<p>HLTA qualification</p> <p>Knowledge of special educational needs, disabilities, physical, health and social/emotional needs</p>
<b>2. Skills</b>	<p>Good command of written and spoken English</p> <p>Ability to work independently and also to work as part of a range of classroom support teams as required</p> <p>Ability to communicate confidently with others</p> <p>Confidence to deploy Class SSAs to meet student needs when required</p> <p>Confident use of computer software e.g. MS Word, Power point and to be prepared to train to use specialised software</p> <p>Willingness to support student communication systems</p> <p>Be prepared to train in various skills for the benefit of students and their role</p> <p>Be prepared to model skills to other staff working in the class</p> <p>Have a genuine desire to improve the progress of young people with disabilities</p> <p>Must be physically fit to move and handle disabled children</p> <p>Excellent planning and organisational skills</p>	<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>

## 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.