

Application for Keyworker (Class Based)

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.

Please find enclosed the following forms:

- Application Form } to complete and return
- Equality Monitoring Form } to complete and return
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

We look forward to receiving your completed forms at your earliest convenience.

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 or would like to arrange an informal visit to the school please do not hesitate to contact us on 01959 567841 or email vacancies@valence.kent.sch.uk

Yours sincerely
Sarah Lowndes
HR Officer



Westerham Road, Westerham TN16 1QN
t: 01959 567841
email: vacancies@valence.kent.sch.uk
www.valenceschool.com

KEYWORKER - CLASS BASED

Full Time - Term Time Only - Permanent

Monday to Friday - 8.30am to 4.30pm

£16,475 p.a. (£9.24 p.h.) for 39 weeks (plus 5 weeks holiday)
plus generous local government pension scheme

Make a difference!

Our class based Keyworkers support are responsible for and work to promote all aspects of personal development and individual progress for a group of key students within a pathway class. You will enable students to learn, promote their independence and help them to achieve. You will also be involved with physical management and personal care.

Have you got what it takes?

You will need to be a confident advocate, recognising the potential of your individual key students and championing their needs. You will need to be able to keep comprehensive records along with a good level of numeracy and literacy. GCSE (or equivalent) A*-C in English & Maths is required and experience of complex physical and medical needs is desirable along with a Level 3 Diploma in Specialist Support for Teaching & Learning in Schools (or support is given to achieve this.)

Valence School is a KCC Foundation all age residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning & communication difficulties.

We are committed to safeguarding and promoting the welfare of every student and expect all staff and volunteers to share this commitment. References will be taken up before interview and successful applicants will require an enhanced DBS check.

Closing date for applications: Thursday 8th February 2019

Interviews expected to take place on Thursday 28th February 2019

For application details please contact HR vacancies@valence.kent.sch.uk



Valence School Job description

Keyworker (Class Based)

Responsible to: Learning Support Supervisors/ Assistant Principal (Pathway)

Responsible for: n/a – no direct supervision or performance management duties

Main purpose

To have responsibility for and work to promote all aspects of personal development and individual progress for a group of Key Students within a pathway class.

Duties and responsibilities

- To keywork a small number of students working within the keywork practice guidelines and to deliver high quality care and provision for students in accordance with the pathway and class objectives, and improvement plan priorities.
- To ensure that communication with students, parents, 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.
- To support students within the learning environments in order to promote named student's intellectual, physical, social, emotional and spiritual development. To promote a caring environment and the provision of a high standard of personal care including mealtime assistance.
- To lead and coordinate the personalised programme for each key student.
- To provide direct work with each key student in order to ensure that their learning, social development and other individual needs are fully met.
- Where appropriate, to liaise with Assistant Principal and Head of Safeguarding and Social Care in order to develop a specific behavioural support plan to positively contribute to the named student's welfare.
- To attend all meetings about Key students where required and to complete all relevant records and reports. This will include Annual Reviews, target setting and liaison with external agencies.

- 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 be aware of and implement students' care plans.
- To appropriately use the recording and reporting processes whenever appropriate.
- The role will include a substantial amount of moving and handling and moving and handling procedures have to be adhered to at all times in accordance with training provided.
- To study towards the completion of the relevant Diploma at Level 3, if applicable. This will include some study outside working hours.
- To maintain a flexible "can do" approach.
- 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.

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

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.



Valence School Person Specification: KEYWORKER (Class Based)

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. GCSE (or equivalent) Grade C or above in English and/or Maths desirable but essential to support named students.</p> <p>Must hold the Level 3 Diploma in Specialist Support for Teaching & Learning in Schools or must be prepared to complete it within one year after probation</p> <p>Experience of working in an educational setting supporting students is desirable.</p>	<p>Knowledge of special educational needs, disabilities, physical, health and social/emotional needs</p> <p>Knowledge of safeguarding and child protection</p>
2. Skills	<p>Have a genuine desire to improve the progress of the young people with disabilities and of the student in particular.</p> <p>Able to assess and make a good judgement about the most reasonable responses to behavioural challenges.</p> <p>Ability to adopt an authoritative style.</p> <p>Ability to support students' learning.</p> <p>Must be physically fit to move and handle disabled children.</p> <p>Good written and verbal communication skills</p>	<p>Knowledge of behavioral management theories desirable.</p> <p>Demonstrates knowledge of the multidisciplinary needs of Valence students and how these can meet the individual needs of each student.</p>



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](#)