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Principal: Roland J. Gooding OBE

July 2018

Application for Head of English

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.

The closing date is **16 September 2018** and we look forward to receiving your completed forms at your earliest convenience. Interviews will be held on Monday 1 October 2018.

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.

Yours sincerely
Sarah Lowndes
HR Officer

Westerham Road,
Westerham TN16 1QN
t: 01959 567841
w: www.valence.kent.sch.uk
e: vacancies@valence.kent.sch.uk



HEAD OF ENGLISH

**1.0 FTE - Permanent
Up to UPS3 Fringe
+ TLR £5,000 + SEN £2,106**
For relocation 3 bed accommodation
on site may be available

Unmissable opportunity in a unique school

Bored of the same old classrooms? Valence School can offer you a unique opportunity for a hugely fulfilling role.

We're looking for a motivated, inspiring classroom practitioner to teach children and young people with physical disabilities, complex medical needs and associated learning & communication difficulties.

The right candidate will have:

- A proven track record of teaching English
- Experience of preparing students for a range of qualifications, including GCSE
- Excellent management and organisational skills
- An ability to focus on the progress of students on a whole school basis
- Experience of SEND would also be an advantage

The right candidate will get:

- Outstanding job satisfaction
- Excellent opportunities
- Weekly dedicated training and development
- 6 well being sessions per year

This really is an opportunity to grow and make a difference and we would strongly encourage applicants to visit us.

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 successful applicants will require an enhanced DBS check.



For further information contact HR
vacancies@valence.kent.sch.uk

Closing date for applications 16 September 2018
Interviews to be held on Monday 1 October 2018

A Foundation Specialist School

Job Description: HEAD OF ENGLISH

Supervisory Responsibilities: HLTA (English), 3 Subject TAs & support to Primary Teachers

Grade: MPS/UPS + TLR + SEN

Responsible to: Principal/Deputy Principal

The post is subject to the conditions of service set out in the current School Teachers' Pay and Conditions Document. The post holder is required to integrate the principles of the Children Act (1989) into everyday work and practices.

Purpose of the job

- Under the overall direction of the Principal:
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement in English
 - proactively manage staff and resources across the school
 - work with the senior leadership team to develop and embed a robust moderation, evaluation and review process for English
- To monitor and analyse data providing appropriate reports
- Carry out the professional duties of a teacher
- Lead on English teaching for the whole school
- Take responsibility to performance management of staff within the English department.
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Main duties and responsibilities

1. Shaping the future

- Support the Principal and governors in establishing an ambitious vision and ethos for the future of the school
- Play a role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- Promote a culture of independence within the school community where all views are valued and taken into account

2. Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Principal to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff
- Lead the development and review of the English curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure through leading by example the active involvement of pupils and staff in their own learning

3. Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Lead the annual appraisal process for all identified support and teaching staff

4. Managing the organisation

- Contribute to regular reviews to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Manage HR and other processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the school team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Principal

5. Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

6. Strengthening community

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate within the school.
- Organise and conduct meetings where appropriate with keyworkers, the health team, social care, parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and

Other duties and responsibilities commensurate with the role

A Foundation Specialist School

Person Specification: HEAD OF ENGLISH

REQUIREMENT	ESSENTIAL	DESIRABLE
1. Qualifications/ Experience	<ul style="list-style-type: none"> • Qualified teacher, recognized by the DfE. • English Degree or English as a main/subsidiary subject • Experience of teaching English for at least two years. • Experience of working with children and young people who have special educational needs or appreciation of their needs and the implications these have for teaching, planning lessons, classroom organisation and pastoral support. • Experience of co-ordinating a subject area of the curriculum or appreciation of the requirements of such a role. 	<ul style="list-style-type: none"> • Knowledge of the educational implications of physical disabilities. • Experience of the SEN Code of Practice and Education Health & Care (EHC) plans • Further qualifications (MA)
2. Skills	<ul style="list-style-type: none"> • Effective interpersonal skills • Ability to work within and further improve a high performing staff team • Strong subject knowledge, willingness to keep up to date in subject knowledge and national developments. • Good behaviour management and classroom skills • Understanding of monitoring, evaluating and reviewing standards of teaching & learning • Ability to use ICT appropriately • Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class • Ability to work under pressure and to meet deadlines • Ability to analyse progress data and make recommendations/plans 	<ul style="list-style-type: none"> • Proven leadership • Multi-disciplinary working • Team management

	<ul style="list-style-type: none"> • Ability to manage the departmental budget • Ability to assess pupils across the whole ability range and to plan individual programs of work • Ability to communicate effectively with a wide range of children and young people (including those using alternative communication systems) and with professionals from a number of disciplines. • Appreciation of and ability to promote the fundamental rights of children and young people, in particular their privacy, dignity, choices, independence and personal fulfilment. 	
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The successful candidate will not be expected to have any knowledge of alternative communication systems before taking up this post and knowledge of signing systems or signing skills is not a requirement for the post.



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](#)