



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Assistant Headteacher



WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective schools in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the 'Pure potential' of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: students unlock their pure potential to drive their future and thrive in society.

The 'Pure potential' belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the 'Pure potential' graphic pull together the Performing and Visual Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a calm but purposeful atmosphere throughout the school. Here young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017' and are named within 'The Good Schools Guide'.

Further details of the school, including breakdown of performance figures, can be accessed through:
www.hillview.kent.sch.uk

We have a strong and mutually supportive Senior Leadership Team at Hillview with shared values and sense of purpose but with a variety of experience, skills and approaches. There are no hierarchies within the team, with all members directly line-managed by the Headteacher. The composition of the team is as follows.

Hilary Burkett	-	Headteacher
Aurelie Gage	-	Deputy Headteacher
Rebecca Edwins	-	Deputy Headteacher
Holly Smith	-	Assistant Headteacher
Paul Ryder	-	Assistant Headteacher
Vacancy	-	Assistant Headteacher
Teresa Copeland	-	The View@East Street Centre Manager
Simone Jones	-	Business Manager
Amanda Dennett	-	HR Manager



There is also an extended leadership structure at Hillview that meet regularly and includes all of the above SLT plus:

Kate Aplin
Director of English

Marcus Adanah
Director of Science

Ken Burkett
Director of Sixth Form

Alison Powell
Director of SEND

Emma Knight
Director of Maths

Stephanie Rukin
Director of Student Progress

We are looking for someone whose qualities and skills will complement those of the current team and make a significant contribution to strengthening the leadership of the school. You will be committed to learning and developing yourself and be able to enhance the performance of all those you work with. You must have the adaptability to lead, build and contribute to a variety of teams to achieve our shared goals. In fulfilling these expectations you will be allowed some considerable autonomy but also provided with substantial guidance and support as required.

JOB DESCRIPTION

Job Title: Assistant Headteacher

Location: Tonbridge, Kent

Duration: Full Time

Package: Leadership Range 12-16

The final job specification will be determined post interview incorporating the successful candidate's strengths and developing their leadership potential.

Reports to: Headteacher

Liaises with: Other members of SLT, Middle Leaders and Pastoral Team

Job Purpose

A person appointed as an Assistant Headteacher shall play a major role under the overall direction of the Headteacher in:

- Formulating the aims and objectives of the School
- Establishing the policies through which they shall be achieved
- Leading staff and resources to meet the school's aims and objectives
- Monitoring progress towards the achievement of school targets
- Undertaking any professional duties reasonably delegated to them by the Headteacher

Leading Strategically

Model the vision and values of the School and ensure the School Development Plan is driven and subsequent actions to secure continuous school improvement and quality outcomes for all students are achieved.

- Think strategically, analytically and creatively
- Build capacity and achieve sustainability
- Build a vision and communicate clear purpose and sense of direction
- Model the vision and values of the school
- Anticipate, lead and manage change
- Engage stakeholders in implementing the school vision
- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Celebrate achievement and acknowledge excellence

Leading in Raising Standards

Play a central role in raising standards of learning and achievement, setting high expectations and creating conditions for effective learning and teaching.

- Quality assure student provision and experience
- Initiate and support teaching and learning improvement where required
- Ensure validity and effectiveness of assessment and moderation systems
- Use data, academic and pastoral, to identify and address trends and patterns
- Capitalise on appropriate sources of external support and expertise

Leading the Organisation

Support the Senior Leadership Team in the building of a successful organisation through collaborative working, building capacity across the whole workforce and ensuring resources are effectively deployed.

- Seek expertise and advice from within and outside the school
- Establish structures and systems so operational decisions are based on informed discussions
- Manage others within an accountability framework
- Be an integral member of the Senior Leadership Team

Leading People

Support the Headteacher to build and sustain effective relationships and communication strategies taking into account issues surrounding work life balance and value all staff.

- Motivate, develop, empower and sustain individuals and teams
- Create a culture which encourages ideas and contributions from others
- Nurture self-awareness, self-management and self-confidence and use effectively
- Listen, reflect and communicate effectively
- Negotiate and manage conflict, providing appropriate support
- Give feedback and provide support to improve performance
- Hold people to account and challenge under performance
- Contribute to a culture of learning and continuous professional development
- Receive and act on feedback to build on strengths and improve personal performance
- Foster an open, fair and equitable culture

General

- Take on specific tasks related to the day to day administration and organisation of the School as requested by the Headteacher
- Take on any additional responsibilities which might from time to time be determined by the Headteacher
- Create and maintain positive and supportive relationships with staff, students, parents and trustees

Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Proven record of significant leadership achievement • Proven track record of raising standards • Proven curriculum/pastoral leadership • Experience of developing student involvement in schools 	<ul style="list-style-type: none"> • Recent experience of full 11-19 age range at a leadership level • Successful establishment of links with the local community • Knowledge of SEND
Education and Qualifications	
<ul style="list-style-type: none"> • Degree and teaching qualification • Qualified teacher status • Sustained record of professional development 	<ul style="list-style-type: none"> • Accredited post- graduate study • Masters/MBA • NPQ
Leadership and Management	
<ul style="list-style-type: none"> • Extensive experience of developing staff, of team building and of developing student involvement in schools • In-depth knowledge and understanding of current educational priorities • Understanding of the Ofsted framework • An understanding of Performance Management • Ability to articulate and communicate a clear vision and high expectations • Ability to lead and motivate others to achieve shared goals 	<ul style="list-style-type: none"> • Experience of working with a range of agencies • Experience of working with Trustees • Understanding of the benefits of Performing & Visual Arts status. • Experience of working in a 'high performing' specialist school or leading a high performing team • Understanding of and responsibility for aspects of the school SEF
Skills	
<ul style="list-style-type: none"> • Excellent leadership skills • Exceptional classroom practitioner; strategic management; resource management; development planning, personnel management and financial management skills • Effective interpretation, analysis and use of data • Well developed coaching and mentoring skills. • Well developed interpersonal and communication skills (including written, oral and presentation) 	<ul style="list-style-type: none"> • Experience of leading staff development in own/other schools and settings
Attributes	
<ul style="list-style-type: none"> • Passionate about securing the very best outcomes for every child • Solution focussed and resilient • Charismatic and inspiring • Able to develop and maintain good relationships with staff, parents, Trustees and the community • Able to deal sensitively with people and resolve conflict • A good sense of humour 	



THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

dennetta@hillview.kent.sch.uk

Closing date for applications: Tuesday 6 May 2025

Interview date: Tuesday 13 May 2025





CONTACT US

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