



WORKING AT HILLVIEW SCHOOL

# JOIN OUR TEAM

For Appointment of:  
*Assistant SENCo*



# 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 girls' School 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 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 relaxed 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'.

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.





THE 2ND  
HIGHEST  
PERFORMING  
NON-  
GRAMMAR  
SCHOOL IN  
KENT

# JOB DESCRIPTION

**Job Title: Assistant SENCo**

**Location: Tonbridge, Kent**

**Duration: Full Time**

**Full time equivalent starting salary**

**£27,198 gross per annum**

**(actual pro rata salary £24,849 Hillview Range 6 Point 10-13)**

**Term time only + INSET days and an additional 10 days  
during school holidays**

**Accountable to:** Centre Manager at The View at East Street/Director of SEND

We are seeking to appoint an Assistant SENCo to work with the Director of SEND & the Centre Manager in leading the provision for SEND at The View@ East Street.

- Assist the provision of SEMH needs and create appropriate interventions and support with the TAs
- Take a joint lead on referrals, EHCPs and HNF

## **Key duties and responsibilities**

- Write the SEN Register and personalised plans for key students
- Write the Provision map for the centre
- Oversee EHCP applications and appendix 2 paperwork and consultation responses
- lead EHCP annual reviews, provision plans and transition
- Collate and oversee any referral paperwork including ASC/ADHD
- Arrange EAL support for our students
- Oversee Access arrangements including applications, testing, paperwork required in conjunction with the Senior SEN Administrator.
- Support SEN students through 1:1s/study/intervention sessions
- Support Work Experience for EHCP students
- Invigilate exams where needed
- Involvement in Parents and open evenings
- Work within different subject areas to provide in-class support for students with special needs and SEMH
- Provide praise and encouragement to students to recognise and promote confidence and self esteem
- Be able to recognise and refer any safeguarding issues by following school policy
- Carry out any other reasonable duties as required by the Centre Manager

#### Professional skills and attributes

- Communicate openly and honestly with colleagues whilst maintaining confidentiality
- Be able to build effective nurturing and learning relationships with students, whilst maintaining professional boundaries
- Demonstrate sensitivity and understanding for building good relationships with children
- Active listening skills to understand the students' needs
- To be flexible and open to change for working on different activities
- To enjoy working with other people in a small-scale learning environment
- The ability to create the best conditions for learning or teaching new things
- Communicate effectively with parents and carers to support students' needs
- Keep records, monitor progress and liaise with parents/carers
- Give encouragement and feedback using language and vocabulary which the student is likely to understand
- To be able to carry out basic tasks on a computer

#### Job Related Skills

- Good verbal and written communication skills
- Education to A Levels or equivalent
- Ability to meet deadlines
- Ability to carry out instructions
- To respect confidentiality
- Willingness to reflect on practice and to develop new skills

#### Personal Qualities

- A cheerful and positive outlook
- Patience
- Ability to remain calm
- Ability to behave in a consistent way to give clear messages to the students
- Ability to work as part of a team
- Ability to establish positive working relationships with adults and students
- This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with the post.





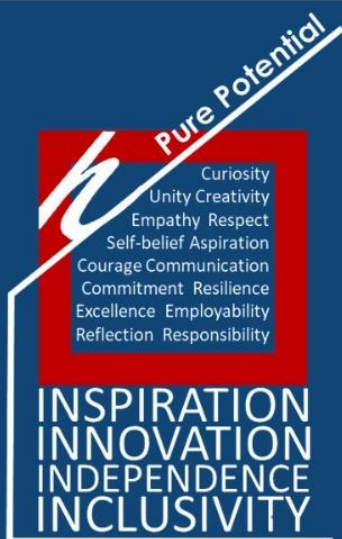
# THE APPLICATION PROCESS

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

[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Friday 6 June 2025

Interview date: To be confirmed





# CONTACT US

Hillview School for Girls  
Brionne Gardens  
Tonbridge  
Kent, TN9 2HE  
SAT NAV POSTCODE: TN9 2DQ

Telephone:  
01732 352793

Email:  
[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Website:  
<https://www.hillview.kent.sch.uk/>