



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
SEN Administrator



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

Applicants are warmly invited to visit the school before applying.



THE 2ND
HIGHEST
PERFORMING
NON-
GRAMMAR
SCHOOL IN
KENT

JOB DESCRIPTION

Job Title: SEN Administrator

Location: Tonbridge, Kent

Duration: Full Time

Start Date: September 2025

37 hours per week term time only + INSET days

Hours of work between 8.00am-4.00pm Monday-Thursday

8.00am- 3.30pm on Friday

Full time equivalent starting salary £25,495

(actual pro rata salary £22,159 gross per annum)

Hillview Range 5 Points 6-9

Accountable to: Director of SEND

Liaise with: SEND Team
LSAs

Job Purpose

Support the Director of SEN in maintaining a high standard of record keeping for all students with SEN:

- Send out round robins, create and sent out forms for students who are a cause for concern
- Upload new diagnosis reports onto student tiles, update Arbor and arrange meetings where necessary to review
- Update and maintain the new SEN register when required
- Update the provision map, Arbor and student files
- Timetable interventions onto Arbor and notify both parents and students
- Organise screening throughout the year and generate reports to be reviewed – dyslexia/ dyscalculia screeners and baseline testing for new Year 7s
- Create pupil profiles for SEN students
- Maintain the LS staff timetable on Excel - timetable staff changes due to absence and send out to all as needed
- Organising and overseeing exam access arrangements

Transitions

- Source SEN files for in year admissions
- Arrange transfer of files for students who off-roll
- Manage the new Year 6s transition process – collecting information from primary schools, developing the new Year 7 SEN register page and creating pupil profiles

- Manage the new Year 12s transition process – collating information from previous schools, developing the new Year 12 SEN register page and creating pupil profiles
- Manage the transfer of Year 11 and Year 13 student files and paperwork for those students who leave the school after their summer exams
- Ensure In Year Admissions are added to Arbor and the SEN register as needed

General Communications

- Be the first point of contact in the Department for professional and parent telephone calls, dealing with and actioning queries where appropriate
- Monitor the SEN Admin inbox and liaise with the SEN Administrator around actions
- Arrange meetings for the Department and Director of SEN

General Administration

- Record meeting minutes
- Maintain resources and stationery for the Department
- To undertake general office duties as required in the Learning Support Department
- Attend internal/ external training as appropriate
- Undertake any other duties or training as required by the Headteacher and Director of SEN, commensurate with the general level of responsibility of the post

Person Specification

Essential Skills and Qualifications

- Good communication skills – both written and spoken
- The ability to work independently, productively and show initiative
- Ability to maintain confidentiality at all times
- A good sense of humour
- A sound standard of education
- Excellent knowledge of computer systems and their use in data collection
- Excellent oral and written communication skills
- Strong interpersonal skills
- Ability to work to tight deadlines under pressure
- Ability to manage and prioritise own workload with initiative, imagination and flexibility
- Strong organisational skills

Desirable

- An understanding of SEND
- Experience of working with young adults



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: Monday 30 June 2025

Interview date: To be confirmed

The school may interview early in the case of an exceptional candidate





CONTACT US

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