



WORKING AT HILLVIEW SCHOOL

# JOIN OUR TEAM

For Appointment of:  
*Learning Support Assistant*



# 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: Learning Support Assistant**

**Location: Tonbridge, Kent**

**Duration: Part Time**

**31 hours per week term time only + INSET days**

**Hours of work between 8.20am-3.30pm**

**Full time equivalent starting salary £25,001**

**(actual pro rata salary £18,206 gross per annum for 31 hours per week)**

**Hillview Range 4 Points 2-5**

**Accountable to: Director of SEND/ Senior Learning Support Assistants**

**JOB SUMMARY:** To work under the Director of SEN and the Senior Learning Support Assistants. To assist and support the work of Teachers and Advisors in meeting the needs of all students and especially those with identified additional educational needs.

## **MAIN ACTIVITIES:**

- To support all students in all areas of the curriculum, paying particular attention to those with Education and Health Care Plans, under the guidance of the teacher and / or SENCO
- To liaise with teachers and/or SENCO in preparation for teaching and learning
- To prepare differentiated resources and materials to support the inclusion and learning of students with AEN
- To maintain records of support of individual students
- To assist in the physical, emotional and wellbeing of the pupils
- To attend departmental meetings, staff meetings, participate in training and development activities as required
- To perform other duties as the Director of SEN or Headteacher may require
- Deliver planned 1:1 and small group support as needed, and as specified by the Director of SEND which may include movement (eg. sensory circuits) or support, literacy and numeracy, social understanding or emotions
- Work with designated subject area staff to provide in-class support for students with special needs and / or disabilities
- Identify when a learner is struggling emotionally and be able to support as directed
- Actively encourage students to participate in learning tasks and activities consistent with their developmental level, physical abilities and medical conditions
- Provide praise and encouragement to students to recognise and promote positive pupil behaviour in line with school policies
- Use equipment and materials in a correct, safe manner consistent with legal and school requirements
- Be able to recognise and refer any safeguarding issues by following school policy

### **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
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### **PERSONAL QUALITIES**

- A cheerful and positive outlook
- Patience
- Ability to remain calm
- Ability to behave in a consistent way in order 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

### **PROFESSIONAL SKILLS AND ATTRIBUTES**

- A cheerful and positive outlook
- Excellent timekeeping, punctuality and able to work to deadlines
- Strong communication skills
- IT literacy
- Model a growth mindset through flexible thinking and commitment to continual personal development
- Give encouragement and feedback using language and vocabulary which the student is likely to understand
- Be able to build effective learning relationships with learners, whilst maintaining professional boundaries both in your language and behaviour with learners.

# THE SEND DEPARTMENT

The SEND Department currently consists of the SENCO, an Assistant SENCO, an Adapted Curriculum Lead, five full-time Learning Support Assistants, one part-time Learning Support Assistant and two Administrators. Staff are expected to take a full and active part in the wider life of the school with opportunities to accompany students on trips and participate in clubs. Staff also share the responsibility for maintaining the SEND department's profile through the school from Year 7 to 13. The SENCO and Senior LSAs have separate office and LSAs use the Learning Support classroom and staffroom for individual work and liaising with teachers.

We support students across all year groups with a variety of needs including students with Autistic Spectrum Conditions, Social Communication Disorders, Social Emotional and Mental Health needs, Dyslexia, Attention Deficit Disorder with and without hyperactivity as well as students with difficulties with memory and processing information. The LSAs have approximately ten to twelve key students who they work with closely and meet with at least once fortnightly to monitor and review progress and wellbeing. They also meet their key students' parents or carers regularly to review support and interventions, agreeing next steps and liaising with other staff to co-ordinate.

In lessons, LSAs support the teachers to scaffold learning, making sure work is accessible and adapted appropriately for all students with SEND. Outside of lessons, LSAs work with individual students and small groups to deliver intervention programs, support at breakfast, lunchtime and after school clubs. The Learning Support Team meets weekly to discuss all SEND students. There is a weekly slot reserved for bespoke training. There are twilights and INSETs throughout the academic year that provide time for whole school and department training as well as time to review the effectiveness of the department and to decide how we move forwards as a team. During exam periods, LSAs who have had prior training, invigilate and provide access arrangements for students who qualify for these. Being a friendly and reassuring face makes all the difference to our often anxious SEND students.

## The School

Hillview School for Girls is a Visual and Performing Arts Specialist School with the National Curriculum taught in Years 7-11 and A-Levels or equivalent offered in the Sixth Form. There is also The View which provides an alternative learning environment for students who need this in East Street, Tonbridge. SEND support is given to students across the school and in a variety of subjects working with different teachers.

## The Post

Applications are sought from those who love working with young people to help them recognise their talents, strengths and successes. The team welcomes confident and proactive members of staff who can build and foster great working relationships that lead students to engage positively in their learning and extra-curricular activities. The post offers an exceptional opportunity for the right individual to join a dynamic and inspirational SEND team in a school where all students are valued, rewarded and given every opportunity to thrive.





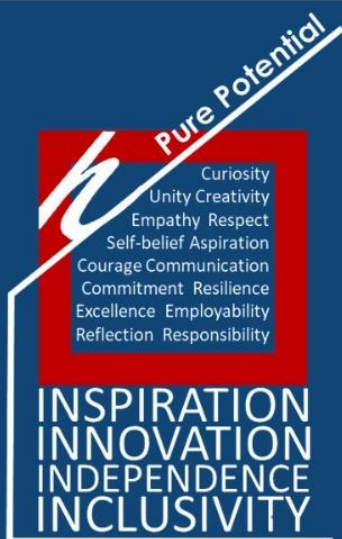
# THE APPLICATION PROCESS

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: Wednesday 24 September 2025

Interview date: To be confirmed





# CONTACT US

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