

WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Full Time Teacher of English



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 where 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.

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: Teacher of English

Location: Tonbridge, Kent

MPS/UPS

Line Manager: Director of English

Core purpose of the post

- To provide a high quality educational experience for all children.

General duties and responsibilities

- To carry out the duties of a schoolteacher as set out in the *School Teachers' Pay and Conditions Document*,
- To continue to meet the required standards for Qualified Teacher Status.
- To be fully involved in the department including the leading of extra-curricular clubs and activities.

Knowledge and understanding

- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand all stages of child development.
- Have a sound knowledge of the English curriculum.

Planning, teaching and class management

- Provide clear structure for lessons and for sequences of lessons, which maintain pace, motivation and challenge,
- Prepare sequences of lessons that ensure students are able to meet requirements for coursework within the set timescales,
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons,
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met,
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident,
- Use a variety of teaching and learning styles to keep all pupils engaged,
- Be familiar with the Code of Practice and identification, assessment and support of pupils with additional educational needs,
- Evaluate your own teaching critically to improve effectiveness,
- Be a safe practitioner.

Monitoring, assessment, recording, reporting and accountability

- Assess and record each pupil's progress systematically with reference to the school's and the department's current practice and use the results to inform planning,
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress,
- Provide reports on individual progress to the Headteacher and parents as required.

Other professional requirements

- Establish and maintain effective working relationships with colleagues and parents,
- Participate as required in meetings in respect of the duties and responsibilities of the post,
- Be aware of the need to take responsibility for your own professional development.

Person Specification

The following selection criteria are the skills and experience required for this position.

- The possession of relevant teaching qualification and/or experience of the academic discipline of English.
- Knowledge and understanding of the demands of the English syllabus
- The ability to work towards and achieve high standards in teaching.
- An ability to differentiate effectively and to use a variety of teaching and learning styles
- A commitment to developing teaching and learning styles in English.
- Willingness and ability to work as a member of a team,
- A commitment to extra-curricular activities, including subject related trips
- Good communication skills,
- Confidence to be pro-active and a good role model.

The English Department

The English Department at Hillview School for Girls is an enthusiastic and cohesive department. The department has nine dedicated classrooms and a large office, providing work space with computers for staff. The department makes use of a wide variety of KS3, KS4 and KS5 texts and online resources for English teaching, including subscriptions to lecture series, and use of homework and assessment platforms.

Staffing

The Department's staff includes 11 teachers (both full time and part time), who have a range of subject specialisms and teach across different key stages. The current management structure comprises of a Director of English; a 2 i/c with responsibility for KS3 and a KS5 lead.

The department is involved in initial teacher training: staff from the department deliver part of the theoretical aspects of teacher training as well as the day-to-day practical mentoring of trainees.

Courses

Hillview School for Girls has a 2 week timetable, consisting of 25 periods per week. Each period is 1 hour in duration. In the fortnight, Years 7 and 8 have 7 lessons, Year 9 have 8 lessons, Year 10 have 8 lessons and Year 11 have 7 lessons. Our Schemes of Work are adapted from the national curriculum and are all designed around sharing an appreciation of language and its impact, both in practical application and for creative expression. The emphasis throughout is on enabling students to communicate their ideas, understand and build on the thoughts of others, and enjoy the written word. The Key Stage 3 course is delivered over 2 years, leading into a Year 9 curriculum designed as a 'bridge' to GCSE. Classes are set by ability for all year groups, more broadly at Key Stage 3 than Key Stage 4, and these sets are regularly reviewed to ensure students achieve their best possible outcomes and are appropriately challenge. The expectations of students, and belief in their potential, remain high regardless of the class they are in.

In Key Stage 5 we offer students the opportunity to complete Pearson Edexcel Literature or OCR Language & Literature A Levels. Year 12 and 13 GCE students have 9 or 10 hours of study per fortnight with an additional fortnightly assessment hour, which is supervised directed study time.

Extracurricular activities

The extracurricular offer for students includes a range of clubs and groups. This currently includes creative writing, poetry, the school newspaper and a debating society. The department run revision sessions and drop-ins to support students at Key Stage 4 and 5.

The Post

We are seeking to appoint a committed member of staff with a passion for English, who is enthusiastic about teaching across all key stages and engaging students in a love and appreciation of the subject.

The school is committed to staff development and provides excellent opportunities for career development.

A key attribute of the successful candidate will be the skill to further develop the talents of highly committed and enthusiastic English teaching and support teams.



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: Wednesday 22 April 2026

Interview date: To be confirmed



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION
INNOVATION
INDEPENDENCE
INCLUSIVITY





CONTACT US

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