



Assistant SENCo

Start Date September 2025 (or earlier if possible)
Full time equivalent starting salary £27,198 gross per annum
(actual pro rata salary £24,849 Hillview Range 6 Point 10-13)
37 hours per week term time only + INSET days
and an additional 10 days during school holidays

WHY CHOOSE US?

Hillview School for Girls is a popular, high achieving, non-selective school based in Tonbridge, Kent. Working for us will give you the opportunity to work alongside enthusiastic subject specialists and engage with creative pedagogical development. You will be based at The View@ East Street which is a provision based in the heart of Tonbridge. It is a comfortable and small-scale study centre for 16 to 18-year-old students. This Satellite Centre, of the highly successful Hillview School for Girls, offers the highest level of support through a personalised and nurturing approach to its students, with dedicated pastoral support, counsellors and support mentors. This centre supports young people who would benefit and prefer to study in a smaller learning environment.

The successful candidate will:

- Assist in the lead, direction and deployment the SEND team, to create efficient and effective learning support
- Have an understanding of the SEND code of Practice 2015
- Understand the 'Assess, Plan, Do, Review' cycle and how to lead this across a team, to create the greatest impact for the students
- Assist on the provision for those with formal SEMH needs and create appropriate interventions and support
- Take a joint lead on referrals, EHCPs and HNF and as such work with external agencies
- Communicate with a range of stakeholders: teachers, students, parents etc.
- Secure comprehensive and accessible record keeping across the department

In return, we offer an exciting and rewarding place to work. We are a supportive, collaborative school and have a strong record of developing our staff.

Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: dennetta@hillview.kent.sch.uk
Tel: 01732 352793 Ext 180

Closing date: Friday 6 June 2025
Interview date to be confirmed
(The school may interview early in the case of an exceptional candidate)

Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.