WORKING AT HILL VIEW SCHOOL

JOIN OUR TEAM

For Appointment of:

Teaching Assistant at The View @ Avebury



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.

The View @ Avebury 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 tutors and pastoral support. This centre supports young people who would benefit and prefer to study in a smaller learning environment.

Within the centre we also support Year 10 &11 students from other local schools with an anxiety-based school avoidance programme. Within the five years of supporting Post 16 and Year 11 students, there is proven success of the work we do with our students with over 92% annually of all our students having a positive destination in education or training.

Additional Learning Support at TV@ES is designed to remove any potential barriers to learning and ensure successful outcomes. We work closely with all our students and parents to organise support and make reasonable adjustments to their learning experiences to enable positive outcomes emotionally, socially and academically.


THE 2ND HIGHEST PERFORMING NON-GRAMMAR SCHOOL IN KENT

JOB DESCRIPTION

Job Title: Teaching Assistant at The View @ Avebury

Location: Tonbridge, Kent

Start Date: ASAP

Full time equivalent salary £26,688
(pro rata to £19,434 gross per annum for 31 hours per week)
Hours of Work: full time equates to 31 hours per week
Term time only plus INSET days
Hours between 8.30am-3.30pm

Job Summary:
To remove any potential barriers to learning and ensure successful outcomes. We work closely with all our students and parents to organise support and make reasonable adjustments to their learning experiences to enable positive outcomes emotionally, socially and academically.

Main Activities:

- Provide 1:1 and small group support as necessary and as specified by the Centre Manager & ASENCo
- Assist the ASENCo with administration surrounding individualised support plans and EHCPs
- Supervise and work with groups and individual students to make sure they understand their work and stay focused within study sessions
- Follow programmes of intervention aimed at improving, for example, literacy, numeracy and self-esteem
- Work within different subject areas to provide in-class support for students with special needs and SEMH
- Be aware of the factors that affect students' social, emotional and mental health and support in this
- 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 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 confident in using Microsoft office applications including word and excel.

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 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

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

Closing date for applications: Wednesday 2 December 2026

Interviews: TBA



Pure Potential
Curiosity Unity Creativity Empathy Respect Self-belief Aspiration Courage Communication Commitment Resilience Excellence Employability Reflection Responsibility
INSPIRATION INNOVATION INDEPENDENCE INCLUSIVITY

Ofsted Good Provider

School Award for Resilience and Emotional Wellbeing

INVESTOR CAREERS



CONTACT US

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