



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Behaviour 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 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: Behaviour Support Assistant

Location: Tonbridge, Kent

Start Date: ASAP

**37 hours per week term time only + INSET days
and an additional 5 days to be worked as required
Hours of work between 8.30am-4.30pm Mon-Thursday
(8.30am- 4.00pm on Friday)**

**Full time equivalent starting salary £30,019
(actual pro rata salary £26,759 gross per annum)**

Hillview Range 7 Points 14-18

Accountable to: Deputy Headteacher

Liaise with: Student Support Managers
Key Stage Leads
Mentors in your Year Group/s
SEND

This is an exciting new key non- teaching post. It is expected that the post will evolve and the job description be reviewed and amended regularly.

Job Purpose

To work alongside the pastoral, behaviour and learning support teams to promote positive behaviour, inclusion and engagement in learning. The postholder will support students, including those with Special Educational Needs and Disabilities (SEND), to overcome barriers to learning, develop emotional regulation and social skills, and achieve positive outcomes within the school environment.

Key Responsibilities

- To provide individual and/or group support or activities for students in danger of becoming disaffected or disengaged (in lessons, during break times, lunch times and on educational visits as appropriate), to help them demonstrate appropriate behaviour and responses in the classroom and around school
- To calm and diffuse difficult situations involving students using de-escalation strategies and restorative approaches, including supporting emotional regulation when withdrawn from a classroom

- To support students in developing the necessary skills to overcome barriers to demonstrating positive behaviour for learning in the classroom
- To plan and lead small group sessions to promote inclusion and self-regulation
- To provide mentoring and support to identified individual students
- Identify when a student is struggling emotionally and be able to support as necessary, referring relevant concerns to pastoral, safeguarding, SEN or specific staff where required
- Provide praise and encouragement to students to recognise and promote positive pupil behaviour in line with school policies
- To liaise with teachers, pastoral and Learning support teams
- To maintain records of support of individual students
- To monitor and evaluate responses and progress against action plans through observation and planned recording, feeding back to appropriate staff
- To liaise with parents and carers as part of the strategies to support students with challenging behaviour
- To attend departmental meetings, staff meetings, participate in training and development activities as required
- To support the reduction of suspensions, isolations and the raising of attendance for identified students
- To assist in supporting the physical, emotional and educational wellbeing of all pupils
- To recognize, record and report any safeguarding issues to the safeguarding team in accordance with school policy
- To perform other duties as the Headteacher may require

Job Related Skills

- Good verbal and written communication skills
- Ability to meet deadlines
- Ability to maintain confidentiality
- Effective behaviour management and strong de-escalations skills
- An understanding of SEND
- An awareness of the current issues affecting young people.
- Experience of working with young people with challenging behaviours
- Willingness to reflect on practice and to develop new skills
- Ability to meet the physical demands of the role, including regular movement around the school site

Personal Qualities

- A cheerful and positive outlook
- Patience and perseverance
- Strong problem solving skills
- Remains calm and professional in challenging situations
- Demonstrates consistency in practice to provide clear expectations to students
- Ability to work as part of a team
- Builds positive working relationships with adults and students

Professional skills and attributes

- Excellent timekeeping, punctuality and able to work to deadlines
- Good interpersonal skills.
- IT literacy
- Demonstrate 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 students.



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: Friday 25 September 2026

Interviews: TBA





CONTACT US

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