

WORKING AT HILLVIEW SCHOOL

# JOIN OUR TEAM

For Appointment of:  
*Student Support Manager*



# 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: Student Support Manager**

**Location: Tonbridge, Kent**

**Duration: Full Time**

**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 £27,290  
(actual pro rata salary £24,326 gross per annum)  
Hillview Range 7 Points 14-18**

**Accountable to: Snr Student Support Manager/Head of Key Stage**

**Liaise with: Student Support  
Other Student Support Managers  
Leader of your Key Stage  
Mentors in your Year Group/s**

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

## **Job Purpose**

To manage all aspects of support and guidance for allocated year group/s to ensure that the students' journey at Hillview School is both productive academically and enriching individually.

## **Key Responsibilities**

### **Attendance**

- Monitor levels of attendance in your Year Group/s and refer issues to your Key Stage Leader as appropriate.
- Monitor attendance in lessons and prevent internal truancy.
- Prepare in good time any necessary paperwork for the Senior Leadership Team, government departments and/or parents.
- Attend meetings with multi-agency partners.
- Liaise regularly with the Director of SEN and the Safeguarding Team.
- Behaviour.
- Support and counsel students in positive behaviour. Reward positive behaviour and sanction negative behaviour in a positive, firm manner.
- Proactively, monitor students' appearance.

- Be available during students' recreation periods.
- Investigate incidents, take and produce witness statements and impose appropriate sanctions.
- Communicate with parents and senior staff as necessary.
- Monitor the behaviour of all identified students in your year group/s including those on referral to discuss with your Key Stage Leader.
- Supervise students who have been temporarily excluded from lessons.
- Enforce the school's uniform policy.
- Offer in-class behaviour support when appropriate.

#### Liaise with Parents

- Support Mentors and Key Stage Leaders in being a point of contact for parents, including those who arrive without an appointment.
- In partnership with parents, be pro-active in establishing better communications, inclusion, involvement and engagement strategies.
- Respond to phone calls and correspondence from parents.
- As a quality control measure monitor students' planners regularly for parental notes and the regular recording of homework.
- Ensure the provision of appropriate work for excluded or sick students.
- Assist with the organisation of parents' evenings and where appropriate meet with identified parents and students.

#### Student Monitoring

- Ensure that accurate and complete records are kept and that student files are up to date.
- Be available for students by appointment throughout the day.

#### General

- Liaise with the team of mentors for your Year Group/s
- Assist with your year assemblies on a regular basis and ensure relevant mentor group has organised appropriate assembly.
- Cover for absent colleagues when necessary.
- Prepare agendas for team meetings, take minutes and ensure minutes are distributed.

#### Person Specification

##### Essential Skills and Qualifications

- A sound standard of education.
- Experience of working with young people.
- Some knowledge of computer systems and their use in data collection.
- Excellent oral and written communication skills.
- Strong interpersonal skills.
- Ability to work to tight deadlines under pressure.
- Ability to manage and prioritise own workload with initiative and flexibility.
- Strong organisational skills.

##### Desirable Skills

- Recent education experience.
- Supported school/parent/student partnerships.
- Ability to encourage positive work behaviour and attitude in students.
- Good presentation skills.

##### Desirable Experience

- Some current academic curriculum experience.
- People Management experience.
- Counselling.
- Anger management.
- Conflict resolution.
- Negotiation skills.





# 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: Monday 25 November 2024

Interview date: To be confirmed

The school may interview early in the case of an exceptional candidate



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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