



**Wilmington Grammar School for Girls,  
Wilmington, Kent.  
DA2 7BB**

**Cover Supervisor & Admin Support**

Salary: Grade 6 - FTE £24,338 - £27,075 (actual £21,470 - £23,858) pa  
Responsible to: Deputy Head Teacher  
Working Hours: 37hrs per week, 40 weeks per year  
(term-time plus 5 INSET days, plus 5 additional as agreed with office manager)  
Start date: Immediate

**Main purpose**

1. To supervise whole classes during the short-term absence of teachers, delivering the content of work set by the teacher, maintaining good order, responding to questions, and generally assisting students to undertake set activities.
2. To work as part of the School Office team providing a first-class administration service to the school, with particular focus on:

**Specific Duties:**

- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.
- To give instructions for a lesson as provided for by a teacher.
- To ensure the good behaviour of the pupils and make sure the pupils engage in the pre-set learning activity.
- To respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lesson.
- To support students with the use of ICT and other equipment and materials to enable them to achieve the learning objectives set by the teacher.
- To support the duty teams at breaks and lunchtimes with undertaking duties as and when required.
- Provide cover for form tutor sessions as required.

### Administrative Duties:

- Provide a high quality administration and organisational service to the school in accordance with the Trust's established policies and procedures.
- Provide support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
- Ensure the provision of good, accurate and timely information to the Head Teacher and other stakeholders.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Undertake other administrative tasks, as required, to ensure the smooth running of the school office and help provide cover undertaking other administrative tasks, in the absence of other team members.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To participate in training and other learning activities as required and to attend relevant meetings to ensure one's own continuing professional development.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

### Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Working knowledge of common ICT applications, (e.g Microsoft Word and Excel, SIMS etc)</li></ul>	Essential
	<ul style="list-style-type: none"><li>• Good communications skills, both written and oral (students, parents, staff, external partner organisations).</li></ul>	Essential
	<ul style="list-style-type: none"><li>• An awareness of and commitment to safeguarding children.</li></ul>	Essential
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Degree or equivalent (with GCSE Maths and English).</li></ul>	Essential
	<ul style="list-style-type: none"><li>• Post graduate qualification (e.g. PGCE).</li></ul>	Desirable
	<ul style="list-style-type: none"><li>• Experience of working in a secondary school setting as a Cover Supervisor.</li></ul>	Desirable
	<ul style="list-style-type: none"><li>• Experience of delivering effective activities to support learning.</li></ul>	Essential
	<ul style="list-style-type: none"><li>• Proven classroom management experience.</li></ul>	Essential
<ul style="list-style-type: none"><li>• Experience of running wider curriculum or extracurricular activities with young people.</li></ul>	Desirable	
<ul style="list-style-type: none"><li>• Experience of working in a school office setting</li></ul>	Desirable	



## **Application Process**

**To Apply:** Visit the Vacancies page of our school website [www.wgsg.co.uk](http://www.wgsg.co.uk).

**Closing Date:** 9am on Monday 15<sup>th</sup> April 2024

**Interviews:** Interviews will be held the same week.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.***

***All offers of employment are subject to an Enhanced DBS check.***