



# Maidstone Grammar School *for Girls*



## Cover Supervisor

Required for September 2022    Kent Scheme Salaries 5  
Full or Part-time considered: 5 Days equating to 32.5 hours per week term  
time plus 5 directed days 8.30am-3.30pm Monday - Friday  
£20,595-£21,693 per annum pro rata - Equating to £15,629 per annum (5  
days)





# About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. The Department for Education measures the progress students make over KS3 and KS4 with a Progress 8 score. Our results always place us 'well above average' and currently in the top 2% of schools in the country. Our curriculum is underpinned by our Advanced Thinking School, status with the Cognitive Education Centre of the University of Exeter.

*"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



# Our Results

Results in 2020 and 2021 were teacher assessed and therefore, headlines were not published.

Summer 2019 saw our students achieve the best set of A level results since the curriculum reform, which is recognition of the many hours of hard work students have invested, together with the support and guidance of the teaching staff throughout their time at MGGS.

We are exceptionally proud of all of our students in recent years, some of whom achieved considerable personal success in the face of challenging circumstances. We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

## The Team & Our Facilities

We have a team of staff within our Student Services Department including Learning Mentors and SEND & Medical Needs Co-ordinator. The post holder will report to the Assistant Headteacher responsible for a Key Stage. The Student Services Department supports our Heads of Study by meeting with students as requested and acting as a mentor to students as required.



## The Post

### Cover Supervisor

Required for September 2022 Kent Scheme Salaries 5

Full or Part-time considered: 5 Days equating to 32.5 hours per week term time plus 5 Directed Days

8.30am-3.30pm Monday - Friday

£20,595-£21,693 per annum pro rata - Equating to £15,629 per annum (5 days)

We are looking to recruit a Cover Supervisor to join our experienced and dedicated team. The responsibilities include supervising classes when a teacher is absent, assisting with exam invigilation, and carrying out administrative tasks when appropriate. The successful candidate should have experience in working with young people and show a commitment to supporting the ethos of the school and an ability to implement its policies, including Equal Opportunities and Health and Safety. This position may suit a recently qualified graduate who is thinking of going into teaching in due course.

The postholder is required to work for 39 weeks per year and will receive a payment in respect of their pro rata

entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

## Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

## Staff Benefits

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

- Kent Reward System
- Cycle 2 Work Scheme
- Health Care Plan\*
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee

\*Available to permanent employees only.

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## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

# The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Support staff references where indicated will be taken up prior to interview.

## Important Dates

\*Closing date for applications: 8am on 22nd August 2022

Interview date: To be confirmed

\* Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## Job Description

### Core Purpose

The primary purpose of the post is to act as cover supervisor, and on occasion, to act as an administrative assistant to support this role.

### The post holder will:

- Report to the Data Manager.
- Provide high quality care of individual students and secure good standards of behaviour within their section of the school.
- Work as a cover supervisor, where possible with an assigned year group.
- Be committed to professional self-development in order to carry out the job successfully.
- Be available to arrange cover in SIMS when required.
- Assist the Data Manager in assigning work to cover supervisors and monitoring its completion.
- Assist the Data Manager in creating and maintaining clear departmental documentation (Team Development Plan, Team Handbook).
- Manage issues of behaviour management in line with school policy.

### Cover Supervision

- Maintain good behaviour throughout the lesson and ensure the classroom is left clean and tidy.
- Return work and resources to the class teacher or Head of Department or nominated teacher and inform him/her of the point reached by the pupils.
- Report any problems, difficulties, successes to the class teacher.

- Carry out exam invigilation when required, maintaining the rules set out by external examination boards and school regulations.

### **Mentoring**

- Work closely with teaching staff to ensure high quality support for students.
- Liaise with subject staff to provide work for absent students and information for ad hoc reports.

### **Other Tasks**

- Carry out other duties as may be directed. Some of these will be regular responsibilities of the team, eg maintaining the display boards in the school. Others will be assigned from time to time.
- To be available on an occasional ad hoc basis to take part in school trips, taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- Fulfil any other tasks reasonably requested by the line manager.

### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

## **Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	<b>Characteristics</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● A good standard of education including literacy and numeracy</li> <li>● A minimum of level 3 A level qualifications or equivalent</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Ability to communicate effectively with individuals and large groups of students</li> <li>● Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>● Capacity for hard work and high expectations of self and students</li> <li>● Ability to make difficult decisions</li> <li>● Generosity of spirit</li> <li>● Capacity for hard work</li> <li>● Willingness to contribute to extra-curricular activities</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Strong communication and organisational skills</li> <li>● Good ICT skills, knowledge of Google apps for education</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Experience of working with students</li> <li>● Experience of working within a secondary school</li> <li>● Willingness to take part in professional development</li> </ul>

# General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education 2022](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.  
This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*