



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

# Cover Supervisor

Candidate Information Pack



Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

**Mr M Tomkins BSc NPQH**  
**Headmaster, Maidstone Grammar School**

## Cover Supervisor

**Required as soon as possible**

We are looking to appoint a Cover Supervisor to cover lessons for absent staff. When not required in the classroom you will provide admin support as indicated on the Job Description.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headmaster's PA, Mrs DA Friend, by phone or e-mail ([dfriend@mgs.kent.sch.uk](mailto:dfriend@mgs.kent.sch.uk)) for a Job Description and application form or download from the MGS website [www.kent.sch.uk](http://www.kent.sch.uk). A job description can also be found in this information pack.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Wednesday 8 February 2023. Application via email is acceptable. Applications will be considered as they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*

**Job Title:** Cover Supervisor  
30 hours a week/39 weeks per year  
Kent Range 5 - £20,595 - £21,693 (£14,426 to £15,195 pro rata)

**Reporting to:** Teaching Support Manager

**Purpose of the Job:**  
To provide Cover Supervisor support as detailed below.

**Cover Supervisor**

**Key duties and responsibilities:**

1. Supervise classes when a teacher is absent.
2. Publishing/printing cover notices.
3. Be a form tutor and carry out the tasks associated with this role.
4. Supervise students using ICT to undertake work.
5. Ensure that the lesson is conducted in a constructive environment through the appropriate management of student behaviour as is described in the School's Behaviour Policy.
6. Assist students with their work by responding to questions, giving appropriate advice, managing resources and dealing with problems they encounter.
7. Ensure that the School's policies and procedures are followed especially in dealing with matters concerning student welfare.
8. Manage the distribution and collection of students' work and support materials.
9. Report back to relevant teacher on any issues arising from the lesson.
10. Assist the Teacher Support Officer, in keeping up to date lesson bank materials for general cover lessons.
11. Assist with examination invigilation.
12. Plan and update displays around the school including liaison with Heads of Departments so that they are vibrant and tasteful.
13. Work with the examination coordinator and assistant coordinator in carrying out the administrative tasks associated with all aspects of examinations.

14. On occasion, accompany staff on school trips.
15. Support departments in administrative tasks.
16. Work with the Learning Support Assistants in carrying out a range of other duties around the school.
17. Carry out registration duties for absent colleagues

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Person Specification

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	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Previous experience in similar roles would be an advantage.</li> <li>• Level 2 Diploma (or equivalent) desirable but not essential.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful recent experience of working with children of relevant age.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> <li>• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.</li> <li>• Specialist knowledge of behaviour management.</li> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> <li>• Numeracy and literacy skills</li> <li>• IT skills</li> <li>• Have the ability to relate well to children and adults</li> <li>• Good influencing skills to encourage pupils to interact with other and be socially responsible.</li> </ul>
<b>BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Be a calm but assertive individual</li> <li>• Approachable</li> <li>• Challenging but encouraging</li> <li>• Good communicator</li> </ul>





Olim Meminisse Juvabit

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Founded in 1549 | Headmaster Mr M Tomkins BSc NPQH