



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Teacher Support Manager/
Assistant Examinations
Officer
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

Teacher Support Manager/Assistant Examinations Officer

37 hours a week, 40 weeks per year

Kent Range 7, £23,378 - £26,466

(£20,714 – £23,450 pro rata)

Required as soon as possible

We are looking to appoint a Teacher Support Manager to manage the day to day cover requirements for absent staff. The role also includes covering lessons and supporting as Assistant Examinations Officer to ensure the efficient and secure administration of public and internal exams and the organisation of deployment of cover supervisors and invigilators. Full details in 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.

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Wednesday 22 March 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 & Pay Grade: Teacher Support Manager/Assistant Examinations Officer
Kent Range 7 £23,378 - £26,466
37 hours per week for 40 weeks per year

Reporting to: Assistant Head (Logistics)

Responsible for: Cover Supervisors and support with responsibility for Invigilators

Purpose of the Job:
To provide teacher support as detailed below.

Key duties and responsibilities:

Management:

- Meet on a regular basis with the Examination Officer /Assistant Teacher Support Manager to update on matters to do with the department
- Manage the team of Cover Supervisors to ensure that they are effectively deployed during their hours of work.
- Support in securing the services of invigilators during the examination period and at times take over this role.
- Work with the Examinations Officer/Assistant Teacher Support Manager in liaising with trips and visits leaders to secure the necessary materials for displays and uploading to the school's website.
- Liaise with Heads of Departments on departmental displays and order necessary supplies.
- Liaise with Senior Leaders, Heads of Departments, the Examinations Officer/Assistant Teacher Support Manager, Student Services Department and other staff., when necessary, to carry out the duties associated with the role.

Roles & Responsibilities:

- To lead and coordinate a team of supervisors working in the school on a daily basis and build working relationships with supply agencies for this provision only when absolutely necessary.
- Carry out and organise cover for registrations when required.
- Ensure the appropriate deployment of the cover supervisors when teaching staff/librarians are absent including registrations
- Carry out cover to support the cover team.
- Utilise teaching staff for cover to support the cover supervisors
- Participate in training and other learning activities, meetings and an annual performance review as required.
- Enable other colleagues to provide emergency back-up for management of the cover database, following appropriate training.
- To carry out the cover administration and, as required, the induction of cover supervisors. The Examinations Officer/Assistant Teacher Support Manager will assist you when examinations are not a priority.
- Undertake planned supervision of students' in the library.
- Supervise students on visits, trips and out of school activities as required.
- Assist with planning internal school events, including booking of rooms, set up and staffing requirements.
- Support the Examinations Officer at busy times and when you are not needed to cover classes.
- Arrange the cover for the day including any necessary work sheets.
- Ensure that the displays around the school are creative and up-to-date
- Liaise with Heads of Departments in order to carry out subject specific displays
- Liaise with Heads of Departments to carry out administrative work e.g. covering books

- Liaise with Student Services and SEN Manager to support in matters to do with the students including marking multiple choice papers.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, safeguarding, behaviour management, health, safety and security, equal opportunities and SEND and confidentiality and data protection- reporting concerns to the appropriate member of staff and ensuring the cover team are updated annually.

Employee Responsibilities

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Previous experience in similar roles would be an advantage.
EXPERIENCE	<ul style="list-style-type: none"> • Successful recent experience of working with children of relevant age.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of procedures for supervising pre-prepared learning activities. • Knowledge/experience in behaviour management. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety. • Numeracy and literacy skills • IT skills • Have the ability to relate well to children and adults • Good influencing skills to encourage pupils to interact with others and be socially responsible.
BEHAVIOURS	<ul style="list-style-type: none"> • Be a calm but assertive individual • Approachable • Challenging but encouraging • Good communicator



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Founded in 1549 | Headmaster Mr M Tomkins BSc NPQH