



# Tunbridge Wells Girls' Grammar School

## Cover Supervisor - Admin Assistant

### Information for Candidates

Start: February 2025



# Welcome from the Headteacher

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TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

“The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals.”

Ofsted, September 2023

“Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS.”

Katie Marchant, Headteacher

## The confidence to achieve your full potential

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world. • **Character** We value the individual and ensure that all pupils

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

## Cover Supervisor

Kent Scheme 5 £24,040 - £25,002

FTE 0.3283 (pro rata £7,892 - £8,208)

14 hours per week, term time only, plus INSET days. 8:30am - 4:00pm with 30 minutes lunch break, two days a week, Monday and Tuesday. Additional hours by mutual agreement. Some flexibility may be needed for occasional scheduled evening events.

### Job Purpose

- To supervise whole classes during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided by a teacher. The cover supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity. The post holder will be required to respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.
- To support teaching staff and administrative staff as required when no cover is needed.

### Key responsibilities include:

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained. Report back as appropriate using the school's agreed referral procedures on behaviour or any issues arising during the lessons.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on attendance and the conduct of the lessons.

- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- Supervise pupils on trips, visits and out of school activities as required.
- Any other reasonable ad hoc duties (appropriate to role) requested by the Headteacher.

### Experience/skills requirement:

- Flexibility.
- Computer literate; knowledge of Google Workplace, Excel and SIMS an advantage, however training will be provided.
- Ability to prioritise, to work proactively and independently.
- Able to be an effective team player.
- The post holder will be in charge of a class of approximately 30 pupils. He or she must give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved, and have the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. Basic knowledge of first aid is an advantage.
- The post holder must have excellent verbal and written communication skills to be able to inform, persuade and communicate with pupils, and provide feedback to other professionals and parents as required.
- The post holder must be well-organised and efficient in carrying out administrative task

TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and understanding of child safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.



# How to apply

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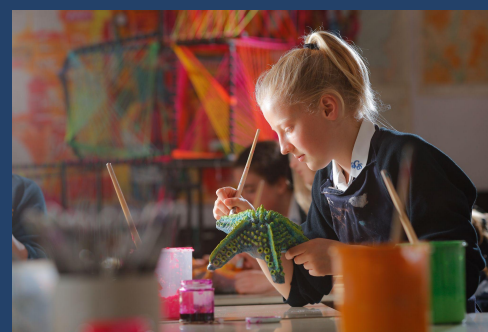
The closing date for applications is **Monday 24 February**

Interviews will be held **Wednesday 26 February**

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about TWGGS and an application form can be found on our [website](#).

Please contact Mrs Michelle Clarke, Headteacher's PA at [admin@twggs.kent.sch.uk](mailto:admin@twggs.kent.sch.uk)



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