



Gravesend  
Grammar School

Working at Gravesend Grammar School

# Join our Team

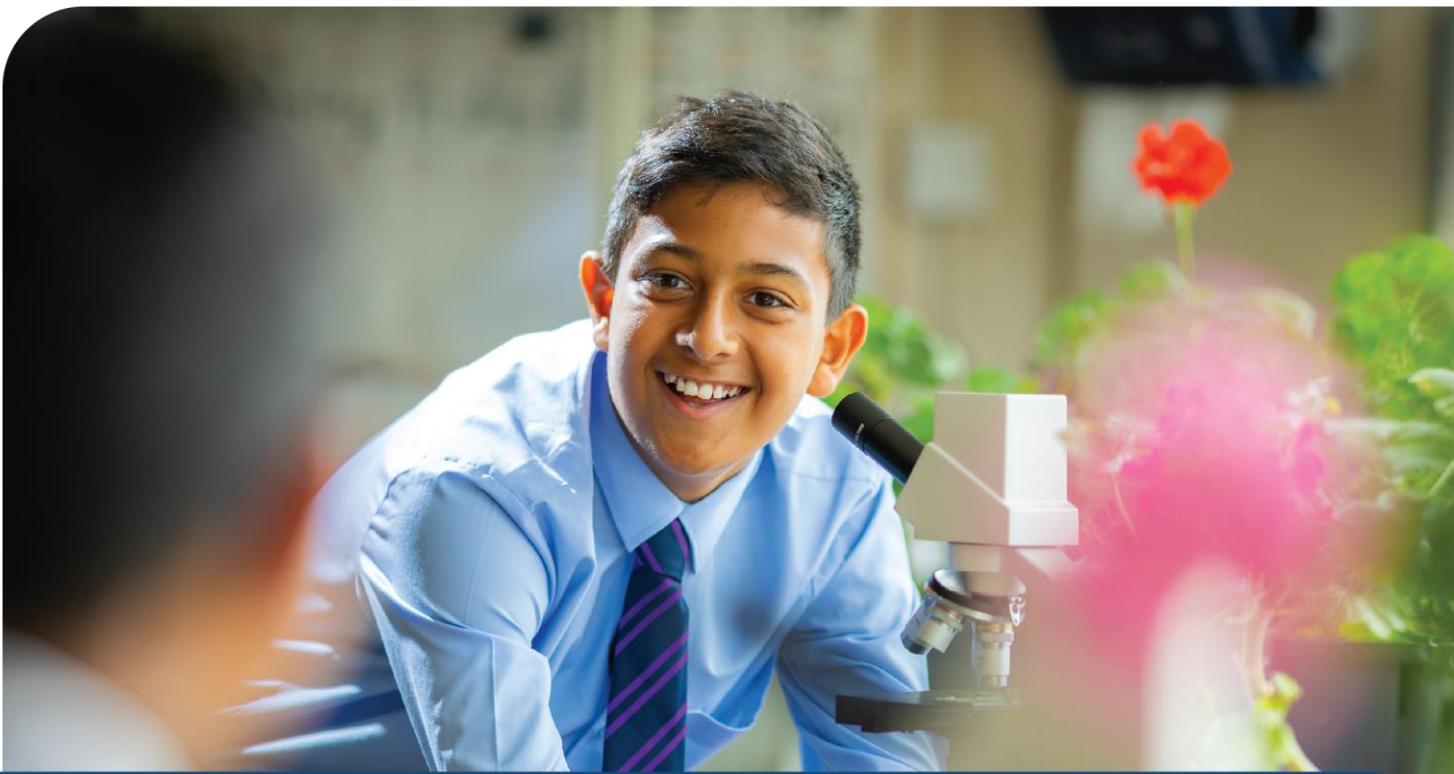


**For appointment of:**

**6<sup>th</sup> Form Supervisor**



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Academies Trust



## Headteacher Welcome

Mr Malcolm Moaby

Thank you for your interest in the role at Gravesend Grammar School. I hope that what you read will encourage you to apply to be part of our team.

I am incredibly proud to be the Headteacher of Gravesend Grammar School. Having spent many years here as both a teacher and a leader, I am deeply committed to ensuring that our traditional values are preserved in a modern context.

While academic excellence is at the core of our mission, I believe that a rich and diverse curriculum is equally important in fostering well-rounded individuals. This balance enables our students to confidently navigate the next phase of their lives, complementing the demands of a rigorous academic program.

Our goal is clear: we strive to help every student progress and achieve success in life, while offering opportunities for teachers and support staff to excel and grow within their roles.

As a selective school we are fortunate to be educating students who have high aspirations and have a strong commitment and loyalty to the School. In return, we provide a high quality learning environment with opportunities and challenges for all of our students both within and beyond the curriculum.

We offer a positive learning atmosphere, a network of supportive colleagues, and a comprehensive professional development program.

I look forward to receiving your application.

# About Gravesend Grammar School



Gravesend Grammar School, established in 1893, is a prestigious and highly respected institution with a long-standing tradition of academic excellence. Situated in Gravesend, Kent, the school has consistently delivered exceptional education to generations of students, fostering a learning environment that is both challenging and supportive. With a focus on both academic achievement and personal development, Gravesend Grammar School offers a broad and balanced curriculum, enriched by a wide range of extracurricular activities that allow students to explore their passions and talents. The school's dedicated and highly skilled staff are committed to providing high-quality teaching, nurturing each student's potential, and ensuring that they are well-prepared for future success.

Our vision is to provide students with challenges and opportunities that will equip them with the qualifications, skills, and personal attributes necessary for success in later life. We offer an ambitious and rigorous curriculum that fosters high academic aspirations for all students. Our expert teachers design engaging lessons that develop both subject knowledge and essential skills, empowering students to reach their full potential as they progress through their education.

Beyond academics, we aim to provide a wealth of opportunities that encourage students to explore their interests, build confidence, and foster a strong sense of community and belonging. Our extensive extracurricular programme is an essential part of this, and we value and recognize hard work and effort both within and beyond the classroom. The Parthenon and Milton Award schemes celebrate students' dedication and achievements, highlighting their growth and contributions to the school.

At the heart of our school is a commitment to the well-being and pastoral support of every student. We strive to build positive, supportive relationships where students feel safe, happy, and respected. Our aim is to create an environment where all students can thrive, seek guidance when needed, and feel valued as members of our community.

At Gravesend Grammar School, we prioritise the well-being and pastoral support of every student. We build positive, respectful relationships, ensuring that students feel safe, happy, and supported in an environment where they can thrive. Our school motto, *Consule Cunctis* – "take thought for everyone" – reflects our commitment to mutual respect and courtesy. The school's core values, or Pillars of Success, guide our efforts to help each student become the best version of themselves, preparing them for success in both their academic and personal lives.



"Pupils are highly respectful of each other, courteous and polite. Relationships between staff and pupils are exceptionally positive, which leads to very strong attitudes to learning. This is reflected in their excellent attendance". **Ofsted 2025**

# Staff Benefits



We value every one of our employees and want to give back as much as possible. To show our appreciation, we offer a range of perks and benefits as outlined below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



# Job Description

<b>Job Title</b>	6 <sup>th</sup> Form Supervisor
<b>Location</b>	Gravesend Grammar School
<b>Duration</b>	Term Time Only (TTO)
<b>Work Hours</b>	Monday – Thursday 08:30 – 15:30 Friday 08:30 – 13:30 (Total 31 hours)
<b>Reporting to</b>	Head of 6 <sup>th</sup> Form
<b>Salary</b>	AATB, Point 2-4, Actual salary £17,401 - £17,799 per annum
<b>Pension</b>	LGPS
<b>Start date</b>	1 <sup>st</sup> September 2025



## About the Role

### Job Purpose:

To foster a purposeful working environment in Directed Study and other independent working environments through building relationships, supporting students emotionally and academically as well as taking part in the wider sixth form offer to build rapport.

**Responsible To:** Head of Sixth Form

### Main Duties and Responsibilities:

- Supervise specific independent working areas for sixth form students, including managing Directed Study for year 12 (silent independent working). This will include implementing and managing seating plans, electronic devices and insisting on adherence to the rules in place.
  - Build positive relationships with students and aid them in attending, maintaining high aspirations and being organised.
  - Assist the student support team in working with vulnerable students.
  - Assist the KS5 leadership team with intervention plans for specific students in order to improve their progress.
- Support the KS5 team with administrative tasks that are likely to include but are not limited to:
- Supporting the careers team with planning and communicating meetings with students, supporting UCAS process and with work experience in Y10.
  - Processing applications for the Sixth Form from internal and external candidates.
  - Assisting with the movement of students into the sixth form on Taster Days in term 6 and Transition Days in the summer.
  - Assisting with the planning and delivery of evening events such as Senior Prize Giving, A level Introduction Evening, Sixth Form Information Evening, Higher Education and Apprenticeship evening and Post 18 Options Evening.
  - Assisting with the planning and delivery of other events such as PSHE drop down days, Challenge of Leadership and other Enrichment Week events.



- Support the Sixth Form with trips and visits such as university trips and Enrichment Week trips.
- Support the sixth form administrator with managing attendance if they are not present.
- Support the school in raising much needed funds in conjunction with our Alumni
- It may be necessary, in very rare instances, to redeploy a Sixth Form Supervisor to back fill some other non-teaching function to support the safe operation of the school.
- It may be necessary to cover a lesson in a teacher's absence. This will be rare.

# How to Apply



If you are excited by this role and believe you have the values, vision, and expertise to lead our school through this exciting period of development, then we would love to hear from you.

**Jo Barker-Platt, Director of People and Culture**  
[HR@aletheiastrust.org.uk](mailto:HR@aletheiastrust.org.uk)  
01474 533 082.

**[To apply for this role, please visit MyNewTerm](#)**

**School Visit Date:**

w/c 02/06/25

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**Closing Date:**

28/05/25

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**Interview Date(s):**

w/c 02/06/25



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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# Contact Us

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