

**WORKING AT HILLVIEW SCHOOL**

# **JOIN OUR TEAM**

For Appointment of:  
***Cover Supervisor***



# WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

**Our vision is that: students unlock their pure potential to drive their future and thrive in society.**

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school where young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.



**THE 2<sup>ND</sup> HIGHEST  
PERFORMING  
NON-  
GRAMMAR  
SCHOOL IN  
KENT**

# JOB DESCRIPTION

Job Title: **Cover Supervisor**

Location: **Tonbridge, Kent**

Duration:

**One Year/Permanent Contract**

**with a view to possible teacher training opportunities for the right candidate**

**Full time equivalent starting salary £26,953 gross per annum  
(actual pro rata salary £21,210 for 33.5 hours per week)  
(Hillview Range 5 Point 6-9)**

**Hours of work: Between 8.15am-3.30pm (33.5hrs are full time hours per week)**

## **Key Purpose**

The key function of the role is to cover lessons for teaching staff in their absence. However, we do not expect the cover Supervisor to cover long periods of absence. When not covering lessons the Cover Supervisor will be expected to engage in activities a detailed below.

## **Key Tasks and Responsibilities**

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher.

### **In this context, the Cover Supervisor will be responsible for:**

- Supervising work that has been set in accordance with school policy.
- Liaising with teaching staff with regard to work set for a class.
- Support with exam invigilation
- Managing the behaviour of students to ensure a constructive environment whilst undertaking work.
- Responding to any questions from students about process and procedure.
- Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader.
- Reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of student during the class, and any other issues.
- Student registration of class.
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To support the work of one or more curriculum areas.
- To take part in whole school INSET activities to enhance job effectiveness.

- To accompany students on trips, visits and other educational activities.
- Support the work of classroom teachers when not deployed directly cover a class.
- Invigilate internal and/or examinations

The post holder will be expected to undertake other task/duties as directed by the Head teacher that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

### **Person Specification**

- Essential Skills and Qualifications
- Good literacy, numeracy and ICT skills
- Good communication and interpersonal skills
- A high degree of accuracy
- Self-confident in dealings with young people
- Good time management
- Good organisational skills

### **Essential Experience**

- Experience of dealing with young people.

### **Desirable Experience**

- Previous work in education

### **Essential Personal Attributes**

- Ability to support students in all areas of the curriculum
- Ability to work independently and to use initiative
- Self-confidence
- Ability and willingness to be flexible
- Willingness to work as member of team
- Commitment to high standards
- Understanding of the importance of confidentiality
- Commitment to the aims of Equal Opportunities

### **NOTES**

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.



# THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Monday 19 June 2026

Interviews: TBC



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION  
INNOVATION  
INDEPENDENCE  
INCLUSIVITY





# CONTACT US

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