



MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

Appointment of
Sixth Form Learning Support Cover Supervisor
September 2026



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

We are looking to appoint a highly motivated and committed part-time member of staff to join our Sixth Form Team as a Sixth Form Learning Support Cover Supervisor to support our students in a growing sixth form. The post will involve supervising sixth form private study as well as some day-to-day administrative tasks as indicated in the Job Description.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2025, 50% of all subject grades were graded 7-9, with 25% graded 8-9. Additionally, 96% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 66% of all grades were A*-B, with 31% at A*-A. Notably, twenty seven students achieved at least three A grades or better. Moreover, 63% of students gained places at the UK's Top 30 universities, including 54% at Russell Group institutions, while seven students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy for over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: Sixth Form Learning Support Cover Supervisor
Hours: 30 hours per week/39 weeks per year
Start Date: 1 September 2026
Payscale : Kent Scheme C – £26,956-£27,765 4 FTE
(Pro rata Salary £23,601 - £24,310)
Working Hours: 08:30 - 15:30 Monday - Friday (1 hour for lunch each day)

Reporting to: Assistant Headteacher (KS5)

Purpose of the Job:

To work as a Sixth Form Learning Support Cover Supervisor to support our students in a growing sixth form. The post will involve supervising sixth form private study as well as some day-to-day administrative tasks as indicated in the Job Description below.

Key Duties and Responsibilities:

1. Supervise private study for Sixth Form Students. Develop a positive, professional relationship with senior students.
2. Supervise students using ICT and personal devices to undertake private study work ensuring that it is used productively and appropriately for work related tasks.
3. Ensure that private study is conducted in a quiet and constructive environment through the appropriate management of student behaviour as is described in the School's Behaviour Policy.
4. Oversee ongoing student completion of Academic Journal and the recording and completion of any Massive Open Online Course (MOOCs) for the 4th pathway.
5. Assist students with their work by responding to questions, giving appropriate advice, managing resources and dealing with problems they encounter. Contact academic or pastoral staff to follow up concerns / queries relating to student private study where appropriate.
6. Ensure that the School's policies and procedures are followed especially in dealing with matters concerning student welfare. Be a supportive and approachable member of staff with all students and provide additional support to individual students supporting the work of the pastoral team where required.
7. Manage the distribution and collection of students' work and support materials if required including for students who cannot attend school for prolonged periods due to agreed medical reasons or students on individual learning days / periods.
8. Report back to line manager on any issues arising from the private study sessions



9. Assist with examination invigilation when required. Support with Sixth Form related events and activities during the school day when required e.g. inductions days etc
10. Work with the Assistant Head of KS5 in carrying out the administrative tasks associated with all aspects of Sixth Form. This will include the daily review of Sixth Form registers for statutory registration and all lessons following up any missing marks / lates and issuing sanctions according to the MGS Sixth Form attendance and punctuality procedures in the school policy. Communicate with parents and carers where required in relation to these duties.
11. On occasion, accompany staff on school trips.
12. Work with the Learning Support Assistants in carrying out a range of other duties around the school as directed by members of the SLT.
13. 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:

Qualifications and Training

- Previous experience in similar roles would be an advantage.
- Level 2 Diploma (or equivalent).

Experience

- Successful recent experience of working with children of relevant age.

Skills & Competencies

- 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

- Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.
- Specialist knowledge of 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 other and be socially responsible.

Behaviours

- Be a calm but assertive individual
- Approachable
- Challenging but encouraging
- Good communicator



Application Process

Apply via our online application form: <https://forms.office.com/e/La0TBdpcET>

The closing date for applications is: **Midday on Monday 6 July 2026 with interviews w/c 13 July 2026.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the Assistant Headteacher and School Business Manager.
- An in-tray exercise.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

