

Dover Grammar School for Girls

Applicant Letter and Information



Cover Supervisor

Grade: KSC

Hours and Weeks: 32 hours / 38.4 weeks (including 2 training days in September)

Salary: £26,956 (actual salary: £20,098)

Required: 1 September 2026



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

“There is a caring and supportive ethos throughout the school.”

“This school is well led.”

“Leaders are aware of, and sensitive to, staff's workload and well-being”

“Staff appreciate the professional development they receive and know their work is valued.”

“[staff] feel well supported and are happy and proud to work at this school.”

Dover Grammar School for Girl

Cover Supervisor



Dear Applicant

Thank you for your interest in Dover Grammar School for Girls (DGGs) and the position of **Cover Supervisor**. This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload and creating positive working conditions. I hope this Application Pack contains all the information you require, but please do not hesitate to contact the school directly if you require further information or if you would like to arrange an informal tour.

We are seeking a reliable and proactive individual to join our team as a Cover Supervisor, supporting teaching and learning across all Key Stages. The successful candidate will play a vital role in supervising classes during teacher absence, ensuring that students remain engaged in their learning and that lessons run smoothly and effectively. They will be responsible for managing classroom behaviour in line with school policies, delivering pre-prepared work, and providing a positive and supportive learning environment. The ability to work confidently, remain organised, and communicate clearly with both staff and students is essential. This post requires a flexible, hardworking, and collaborative individual who is committed to high standards, can adapt to a variety of classroom situations, and is keen to contribute to the wider life of the school. The ideal candidate will help to maintain continuity in learning and support all students in achieving their full potential.

Applications for this position should be submitted through Kent Teach, with a personal statement detailing your suitability for the position. We have included a job description and person specification to support the completion of your personal statement. The application form can be downloaded from Kent Teach by clicking this link: <https://www.kent-teach.com/Recruitment/Vacancy/SearchResults.aspx?Keyword=dover%20grammar%20school%20for%20girls>

The closing date for receiving your application is 9:00am on Monday 6 July 2026 with interviews taking place on Tuesday 14 July 2026. Please submit your application at your earliest convenience as we reserve the right to close the vacancy early, should the right candidate apply. Previous applicants need not apply.

Yours sincerely



Daniel Quinn
Headteacher

Dover Grammar School for Girl

Cover Supervisor



Job title:	Cover Supervisor
Report to:	Cover Manager
Hours:	8:25am – 3:30pm (Monday, Tuesday, Wednesday and Friday) 8:25am – 2:35pm (Thursday)

Purpose of the role:

A Cover Supervisor will be required to supervise whole classes during the short-term absence of teachers. The level of cover will vary from week to week. In addition to classroom supervision, the role will include providing administrative support to subject departments and other areas of the school.

The Cover Supervisor is responsible for maintaining a positive and purposeful classroom environment, ensuring that students remain on task and engaged in their learning. They will uphold the school's Classroom Behaviour for Learning code by promoting the 3Rs: Be Ready to Learn, Be Respectful, and Be Rigorous. The successful candidate will demonstrate a calm, consistent, and empathetic approach to behaviour management at all times.

The role requires strong organisational and time management skills, with the ability to prioritise tasks effectively in a fast-paced environment. A wide range of duties will be undertaken, and the ability to work efficiently and adapt to changing needs is essential.

Main Purpose of the role

- To supervise classes during the short-term absence of a teacher, delivering work that has been set by the class teacher or Subject Leader. There is no expectation of planning, preparation, or assessment.
- To manage student behaviour effectively, ensuring a calm, orderly, and purposeful learning environment in which students remain engaged in their work.
- To respond to general queries from students and provide clear feedback to teachers and/or the leadership team on relevant issues, including behaviour and engagement.
- To work under the professional direction of teaching staff, supporting the completion of set work to an appropriate standard.
- To promote inclusion by ensuring all students have equal access to learning opportunities and are supported to participate fully.
- To contribute to the safeguarding and welfare of all students by adhering to school policies and promoting a safe and supportive environment.

Support for the Students

- To provide feedback to students
- To establish and develop productive working relationships with students acting as a role model
- To work with students, understanding how to motivate and encourage them to develop and achieve
- To support children in learning activities and tasks
- To provide support for students to broaden and enrich their learning
- To work with the Senior Leadership Team and other teachers to implement education plans

- To support children with special educational needs and disabilities
- To promote the inclusion and acceptance of all students within the classroom.
- To encourage students to interact and work co-operatively with others and engage positively in all activities
- To work with small groups of children

Support for the School

- To be aware of and comply with all school policies and procedures relating to safeguarding, health and safety, security, and confidentiality
- To contribute to and actively uphold the ethos and values of DGGS
- To attend and participate in continuing professional development (CPD) opportunities
- To support the general care, maintenance, and presentation of the school environment
- To engage proactively in the performance appraisal process for support staff, taking responsibility for ongoing professional development

Administrative support (when cover duties are lighter):

- Photocopying
- Classroom displays and environment

Necessary Experience

- Good standard of general education together with good English and Mathematics skills (i.e. GCSE grade 5 or equivalent)
- Successful relevant experience of working with young people
- Ability to use ICT and specialist equipment/materials
- Ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- Experience of encouraging students to interact with others and be socially responsible

Any other duties commensurate with the grade of the post as directed by the Headteacher

Essential experience and qualities

- A good standard of general education, including strong literacy and numeracy skills
- Excellent verbal and written communication skills, with the ability to present information clearly and effectively
- Confidence and competence in using digital technology, including Microsoft Office applications
- A willingness to undertake relevant training and to identify and address personal development needs
- The ability to develop and share knowledge, skills, and understanding of systems and procedures
- The capacity to absorb and understand a wide range of information quickly
- Flexibility and the ability to adapt to changes in the workplace
- Strong organisational skills, with the ability to manage competing priorities and take a proactive approach
- A demonstrable record of excellent attendance and punctuality in current and previous roles
- A clear commitment to equality, diversity, and inclusion
- A strong commitment to safeguarding and promoting the welfare of children and young people
- The ability to establish and maintain appropriate professional relationships and boundaries with students
- A commitment to presenting a consistently professional image in both appearance and attitude, representing DGGs positively
- A thorough understanding of, and commitment to, child protection and safeguarding procedures
- An awareness of personal responsibility for health and safety in the workplace
- A commitment to following and understanding evacuation and emergency procedures
- The ability to take reasonable care for personal health and safety, and that of others
- A willingness to engage fully in the performance management review process

Desirable experience and qualities

- SIMS experience and other school systems
- Awareness of GDPR and confidentiality issues

Person Specification Required

- A calm, resilient, and organised individual with a good sense of humour
- Patience, discretion, empathy, and the ability to understand differing perspectives
- The ability to work effectively both independently and as part of a team, adapting to a range of roles
- Strong interpersonal skills, with the ability to build positive relationships
- Effective listening and communication skills
- Confidence and accuracy in the use of ICT
- A professional and well-presented appearance and manner
- Energy, enthusiasm, and a positive approach to the role