

Dover Grammar School for Girls

Applicant Information



Cover Supervisor

Term Time (22.5 hours per week)

Required: November 2020

Kent Range 4



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards within a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students so the interview will include questions relating to child protection.

Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

a: Frith Road, Dover, Kent. CT16 2PZ
t: 01304 206625
e: enquiries@dggs.kent.sch.uk
w: <http://dggs.kent.sch.uk>
@dggs_info



Dover Grammar School for Girl

Cover Supervisor

Required: September 2020



Dear Applicant

Thank you for your interest in the post of Teaching Cover Supervisor. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools. Dover Grammar School for Girls is a selective school with 690 girls in Key Stage 3 & 4 and a co-educational sixth form of 223 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted, the latest inspection was 2013.

The successful applicant will join a highly professional and supportive team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member and have a positive and 'can do' approach. We are now therefore looking for an enthusiastic, innovative and forward-thinking Cover Supervisor to join our successful and dedicated team.

Our students are bright, articulate, fun to be with, and rightly, expect that staff will share and encourage their aspirations. They work hard to overcome any barriers to learning and are motivated to succeed. We offer wellbeing support and aim to develop not just the academic abilities of our students but also to give them the confidence, life skills and personal qualities and values to succeed in a fast moving and competitive world.

Here at Dover Grammar School for Girls we look after our staff with a full programme of induction. There is a Staff Room which provides a comfortable place in which to work, relax and socialise.

In short, what makes our school special is that we are a diverse yet united group of individuals working together to ensure that our students, parents and the local community are provided with the highest academic standards, we work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and relentless drive to ensure the progress of our students, within this close knit environment, then we look forward to receiving your letter of interest and completed KCC application form, which can be downloaded from our website and Kent Teach. To assist you in this process we have included a job description and person specification.

The closing date for receiving your application is midday, Tuesday, 3rd November with interviews taking place in the following week. Previous applicants need not apply.

Yours sincerely



Mr RCF Benson
Headteacher



Cover Supervisor

Term Time Only
22.5 hours per week
KR4

A cover supervisor will be required to supervise whole classes during the short-term absence of teachers. The extent of cover will vary from week to week but in addition they will provide administrative support to departments and have the ability to organise the Primary Enrichment Programme which will require good time management skills and being able to prioritise where support is needed. There will be a wide variety of tasks and speed and efficiency of working is paramount.

A cover supervisor will be required to supervise whole classes during the short-term absence of teachers. They are responsible for maintaining a positive, hardworking atmosphere in the classroom ensuring all students are able to follow the 3Rs of our Classroom Behaviour for Learning code: Be Ready to Learn, Be Respectful and Be Rigorous. They must demonstrate an empathetic discipline within the classroom at all times.

The extent of cover will vary from week to week and in addition they will provide administrative support to departments which will require the ability to have good time management skills and being able to prioritise where support is needed. There will be a wide variety of tasks and speed and efficiency of working is paramount. There may be occasions when you will be required to work on a training day, in the event of this an additional payment will be made.

Main Purpose of the role

- To supervise classes when a teacher is absent. The work will be set by the teacher or the Subject Leader. No preparation or assessment is involved.
- To ensure the good behaviour of students and make sure that they engage in the learning activity, maintaining a calm environment conducive to learning
- To respond to general questions and provide feedback to the teacher/leadership team on any matters such as behaviour which might arise
- To act under the professional direction of teachers to ensure work is completed to a good standard. There is not an expectation of planning, preparation or assessment of pupils' progress
- To act as key contact and administration for the Primary Enrichment Programme
- To promote the inclusion of all students ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities

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 policies and procedures relating to safeguarding, health and safety, security and confidentiality
- To contribute to and uphold the ethos and values of DGGS
- To attend and participate in CPD
- To assist in the general care of the school environment
- To assist with students at the beginning and end of the day.
- To participate proactively in the performance appraisal system for support staff, taking responsibility for professional development

Administrative support: to include

- Filing & record keeping
- Photocopying
- Word processing
- Classroom displays and environment
- Stocktaking
- Cataloguing
- Preparing, issuing and maintaining resources, equipment and materials
- Ordering supplies and equipment
- Setting up classroom resources in preparation for lessons
- Making the arrangements for visits

Necessary Experience

- Good standard of general education (i.e. minimum NVQ 2 or equivalent) 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

Dover Grammar School for Girls

Person Specification



- Compassionate, with empathy for those for whom learning is difficult
- Enthusiastic support for the school ethos and interest in education
- Motivated and able to enjoy working with young people
- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view
- Ability to work on own initiative and prioritise
- Ability to work in a variety of team roles
- Good interpersonal skills
- Listening and communication skills
- Confident and accurate in ICT