MAIDSTONE GRAMMAR SCHOOL

FOUNDED 1549

Appointment of Cover Supervisor



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.

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.

We are seeking to appoint a Cover Supervisor; the role involves supervising lessons for absent teaching staff. When not covering lessons in the classroom you will provide admin support as indicated in the job description. Full details are available in the Candidate Information Pack.
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, 49% 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 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
X: @MGS1549
Facebook: MGS1549
Instagram: MGS_1549

Job Description

Job Title: Cover Supervisor
30 hours a week/39 weeks per year
Kent Scheme C - £25,252 - £26,262 (£17,846 - £19,586 pro rata)

Reporting to: The appropriate Head(s) of Department and appropriate Line Manager.

Core purpose of the Job:
To provide cover supervisor support as detailed below.

Specific Responsibilities:

- Supervise classes when a teacher is absent.
- Publishing/printing cover notices.
- Be a form tutor and carry out the tasks associated with this role if required.
- Supervise students using ICT to undertake work.
- Ensure that the lesson is conducted in a constructive environment through the appropriate management of student behaviour as is described in the School's Behaviour Policy.
- Assist students with their work by responding to questions, giving appropriate advice, managing resources and dealing with problems they encounter.
- Ensure that the school's policies and procedures are followed especially in dealing with matters concerning student welfare.
- Manage the distribution and collection of students' work and support materials.
- Report back to relevant teacher on any issues arising from the lesson.
- Assist the Teacher Support Manager in keeping up to date lesson bank materials for general cover lessons.
- Assist with examination invigilation.
- Plan and update displays around the school including liaison with Heads of Departments so that they are vibrant and tasteful.
- Work with the examination coordinator and assistant coordinator in carrying out the administrative tasks associated with all aspects of examinations.
- On occasion, accompany staff on school trips.
- Support departments in administrative tasks.
- Work with the department in carrying out a range of other duties around the school.
- Carry out registration duties for absent colleagues.

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.





Application Process

Apply via our online application form: https://forms.office.com/e/LhXSJzXmVM

The closing date for applications is midday on Wednesday 7 January 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 School Business Manager and Cover Manager.
- An activity appropriate to the role.

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