



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Appointment of Teacher Support Manager 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 2026, 45% 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, 67% 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: Teacher Support Manager
Hours: 37 hours per week/39 weeks per year
Start Date: As soon as possible
Payscale: Kent Scheme E – £29,167 - £30,934 FTE
(Pro rata Salary £25,537 - £27,085)
Working Hours: 07:00- 15:30 Mon, Wed, Thurs & Fri
07:00 - 15:00 Tues
(1 hour for lunch each day)

Reporting to: Assistant Headteacher Logistics

Responsible for: Cover Supervisors

Purpose of the Job:

To lead and manage the school's day-to-day cover provision, ensuring the effective deployment of cover supervisors and teaching staff to maintain continuity of learning during staff absence. The postholder will oversee cover arrangements, provide operational leadership for the cover team, support student supervision, maintain accurate records and contribute to the efficient running of the school through strong communication, organisation and compliance with safeguarding and statutory requirements

Key Duties and Responsibilities:

- To be responsible for the management of the cover database for all daily cover arrangements including day to day scheduling of cover and the distribution of work set by absent staff.
- To lead and manage the team of Cover Supervisors, ensuring appropriate deployment of the cover supervisors when teaching staff/librarians are absent including registration periods to ensure they are effectively deployed during their hours of work.
- To support the induction, training and deployment of the cover supervision team including contributing to the appraisal process.
- To cover lessons as required, ensuring adherence to all school policies and procedures, including behaviour management, ensuring a positive learning environment.
- To act as the primary point of contact for all cover-related queries and requests
- To maintain accurate absence, cover and agency staffing records
- To liaise with and build working relationships with supply agencies for extra provision only when absolutely necessary.
- To enable other colleagues to provide emergency back-up for management of the cover database, following appropriate training. To liaise with Heads of Departments in order to carry out subject specific displays to ensure up to date departmental displays around the school and to support with administrative tasks e.g. cover books.
- To liaise with Student Services and AEN Manager to support in matters to do with supporting students including marking multiple choice papers and administration.



- To utilise and deploy teaching staff for cover to support the cover supervisors and carry out cover yourself to support the team.
- To participate in training and other learning activities, meetings and an annual performance review as required.
- Maintain confidentiality and ensure compliance with policies and procedures relating to inclusion, child protection, safeguarding, behaviour management, health, safety and security, equal opportunities and SEND and confidentiality and data protection- reporting concerns to the appropriate member of staff and ensuring the cover team are updated annually.

Employee Responsibilities

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Be committed to safeguarding and promoting the welfare of children and young people and carry out duties in accordance with Keeping Children Safe in Education, safeguarding policies and local authority procedures

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

- Previous experience in similar roles would be an advantage.
- Educated to a minimum 5 GCSE's at Level 5 or grade C equivalent and above including Maths and English

Experience

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

Skills and Abilities

- 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.
- Knowledge/experience in 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 28 September 2026 with interviews w/c 5 October 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 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

