



Maidstone Grammar School *for Girls*



Casual Relief Cover Supervisor

Salary	Kent Salaries Kent KRC £25,252-£26,262 pa pro rata
Hours	08:30-15:30 Daily Routine Term Time
Commitment	<p>We are looking to increase our pool of Casual Relief Cover Supervisors. This post could suit somebody who is looking for flexibility in when and which days to work, but is interested in being part of a school community.</p> <p>The responsibilities include supervising classes when a teacher is absent, being an additional adult on school visits, and carrying out administrative tasks when appropriate. The successful candidate should have experience in working with young people and show a commitment to supporting the ethos of the school and an ability to implement its policies, including Equal Opportunities and Health and Safety.</p>

Job Description

The post holder will:

- Report to the Data Manager.
- Provide high quality care of individual students and secure good standards of behaviour within their section of the school.
- Work as a cover supervisor, where possible with an assigned year group.
- Be committed to professional self-development, including attending training in school as required in order to carry out the job successfully.

- Manage issues of behaviour management in line with school policy.

Cover Supervision

- Maintain good behaviour throughout the lesson and ensure the classroom is left clean and tidy.
- Return work and resources to the class teacher or Head of Department or nominated teacher and inform him/her of the point reached by the pupils.
- Report any problems, difficulties, or successes to the class teacher.
- Carry out exam invigilation when required, maintaining the rules set out by external examination boards and school regulations.

Mentoring

- Work closely with teaching staff to ensure high quality support for students.
- Liaise with subject staff to provide work for absent students and information for ad hoc reports.

Other Tasks

- Carry out other duties as may be directed. Some of these will be regular responsibilities of the team, eg maintaining the display boards in the school. Others will be assigned from time to time.
- To be available on an occasional ad hoc basis to take part in school trips, taking responsibility for a group of students.
-
- Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- Fulfil any other tasks reasonably requested by the line manager.

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
Qualifications	<ul style="list-style-type: none"> • A good standard of education including literacy and numeracy • A minimum of level 3 A level qualifications or equivalent
Personal qualities	<ul style="list-style-type: none"> • Ability to communicate effectively with individuals and large groups of students • Supportive approach to others, and an ability to relate well to colleagues and students • Capacity for hard work and high expectations of self and students • Ability to make difficult decisions • Generosity of spirit • Capacity for hard work • Willingness to contribute to extra-curricular activities
Knowledge and skills	<ul style="list-style-type: none"> • Strong communication and organisational skills • Good ICT skills, knowledge of Google apps for education
Experience and training	<ul style="list-style-type: none"> • Experience of working with students • Experience of working within a secondary school • Willingness to take part in professional development

The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

Important Dates

Closing date for applications: 8am on 6th March 2026



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

