



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

# Cover Supervisor

Candidate Information Pack



**MAIDSTONE**  
**GRAMMAR SCHOOL**  
FOUNDED 1549

## **CONTENTS**

Letter from the Headteacher

Advert

Job Description

Directions to Maidstone Grammar School

List of documents required relating to your education/training

List of Acceptable Documents to Prove Eligibility to work in the UK

Lists of ID documents for a Disclosure and Barring Service (DBS) check



**MAIDSTONE**  
**GRAMMAR SCHOOL**  
FOUNDED 1549

Dear Prospective Candidates

At Maidstone Grammar School, we believe in providing a supportive and inclusive environment that prepares young people for the future. Our school is not just an academic institution, but a way of life that combines a strong focus on academic success with opportunities to develop leadership skills and give service to our community.

Our vision, ethos, and values can be broken down into two main pillars: Inspire to Learn and Inspire to Belong. We strive to inspire our students to love learning, to be curious, and to ask challenging questions. We want them to be independent, know how to respond to feedback, and see the connections across different subjects. Alongside this, we also inspire our students to belong to their school – ensuring they feel safe and supported, having respect for one another, and having a sense of identity. We help students to develop strong moral values such as patience, humility, courage, ambition, drive, and enthusiasm.

As part of this vision and ethos, we also place great emphasis on valuing and preserving our history and traditions. Our school motto, "Olim Meminisse Juvabit" ("A joy it will be one day, perhaps, to remember even this"), taken from Virgil's Aeneid, encapsulates the values and ideals of Maidstonians and reminds us of the generations that have come before us. We believe that our unique vision, ethos, and values are what sets MGS apart and is what makes our school an excellent choice for prospective candidates.

Our approach to education is built on the idea that forming strong and lasting relationships is the basis of a successful and fulfilling school life. Our staff and I strive to provide students with a nurturing and inclusive environment that addresses the individual needs of each student and helps them to develop self-respect, self-discipline, and self-understanding. We want students to have fond memories of their time at MGS and leave as confident, self-assured, mature, responsible, and capable young adults with a strong work ethic.

If you share our passion for fostering a close-knit and supportive learning community where academic and personal growth is prioritised, then we would be thrilled to have you apply to join our team at Maidstone Grammar School.

Yours sincerely

**Mr M Tomkins BSc NPQH**  
**Headmaster, Maidstone Grammar School**



**MAIDSTONE**  
**GRAMMAR SCHOOL**  
FOUNDED 1549

## ADVERT

### Required As Soon As Possible

**Cover Supervisor**  
**Kent Range 5 - £24,040 - £25,002**  
**30 hours a week, 39 weeks a year**  
**£16,914 - £17,591 pro rata**

A Cover Supervisor is required for 30 hours a week, 39 weeks per year. The role involves covering lessons for absent staff. When not required in the classroom you will provide admin support as indicated on the Job Description.

MGS offers a stimulating academic environment in which to work with students whose commitment to study has been highly praised by Ofsted.

Please contact the Headmaster's PA, Mrs L Mantle, by phone or e-mail ([lmantle@mgs.kent.sch.uk](mailto:lmantle@mgs.kent.sch.uk)) for an Information Pack or download one from the MGS website [www.kent.sch.uk](http://www.kent.sch.uk).

The deadline for the receipt of applications, by letter with completed MGS application form is midday on Monday 2 December 2024. **Please complete the application form via this link <https://forms.office.com/e/yXM66DBLB5>.** Applications will be considered as they are received and suitable candidates may be interviewed before the closing date. Maidstone Grammar School reserves the right to withdraw the position if an early appointment is made. Application by email is acceptable. CVs are not accepted, please complete the application form in full.

*Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with former employers and the DBS. Maidstone Grammar School is an Equal Opportunities Employer.*



**Job Title:** Cover Supervisor  
30 hours a week/39 weeks per year  
Kent Range 5 - £24,040 - £25,002 (£16,914 to £17,591 pro rata)

**Reporting to:** Teaching Support Manager

**Purpose of the Job:**  
To provide Cover Supervisor support as detailed below.

**Cover Supervisor**  
**Key duties and responsibilities:**

1. Supervise classes when a teacher is absent.
2. Publishing/printing cover notices.
3. Be a form tutor and carry out the tasks associated with this role if required.
4. Supervise students using ICT to undertake work.
5. 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.
6. Assist students with their work by responding to questions, giving appropriate advice, managing resources and dealing with problems they encounter.
7. Ensure that the school's policies and procedures are followed especially in dealing with matters concerning student welfare.
8. Manage the distribution and collection of students' work and support materials.
9. Report back to relevant teacher on any issues arising from the lesson.
10. Assist the Teacher Support Manager in keeping up to date lesson bank materials for general cover lessons.
11. Assist with examination invigilation.
12. Plan and update displays around the school including liaison with Heads of Departments so that they are vibrant and tasteful.



13. Work with the examination coordinator and assistant coordinator in carrying out the administrative tasks associated with all aspects of examinations.
14. On occasion, accompany staff on school trips.
15. Support departments in administrative tasks.
16. Work with the department in carrying out a range of other duties around the school.
17. Carry out registration duties for absent colleagues

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

---

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Previous experience in similar roles would be an advantage.</li><li>• Level 2 Diploma (or equivalent) desirable but not essential.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Successful recent experience of working with children of relevant age.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li><li>• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.</li><li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li><li>• Numeracy and literacy skills.</li><li>• IT skills.</li><li>• Have the ability to relate well to children and adults.</li><li>• Good influencing skills to encourage pupils to interact with other and be socially responsible.</li></ul>
<b>BEHAVIOURS</b>	<ul style="list-style-type: none"><li>• Be a calm but assertive individual.</li><li>• Approachable.</li><li>• Challenging but encouraging.</li><li>• Good communicator.</li></ul>





## **HOW TO FIND MAIDSTONE GRAMMAR SCHOOL – ME15 7BT** **DIRECTIONS FROM THE M25/M26 AND M20**

Stay on the M20 until Junction 7.

1. As you leave the M20 take the slip road to the roundabout and take the 3<sup>rd</sup> exit.
2. At the second roundabout (Notcutts Garden Centre is on your left), turn left.
3. At the next roundabout, turn right, this is New Cut Road.
4. Go straight across the mini roundabouts until you come to the Ashford Road traffic lights (T junction) and as far as you can go.
5. Turn right. You will then go along the Ashford Road until you come to a railway bridge across the road.
6. Turn left at these lights down Square Hill Road and follow it to the roundabout at the end.
7. At the roundabout turn right (second exit). A short distance along is a set of pedestrian lights, go past the lights and take the next left into Hastings Road and continue up this road until you come to the sharp right hand bend at the top.
8. Maidstone Grammar School's gates are directly in front of you on the bend, drive in and turn left into the car park.

Total distance from M20 to MGS is about 10 to 15 minutes.

Directions from Google Earth can be found [HERE](#)





## **LIST OF DOCUMENTS REQUIRED RELATING TO YOUR EDUCATION/ TRAINING**

### **Teaching staff**

Please ensure you bring with you the following original certificates if relevant:

- Degree certificate
- PGCE certificate
- QTS certificate
- Induction certificate
- Valid Passport

### **Support Staff**

Please ensure you bring with you:

- Valid Passport
- Original certificates which you have stated on your application form

## LIST OF ACCEPTABLE DOCUMENTS TO PROVE ELIGIBILITY TO WORK IN THE UK

As an employer, Maidstone Grammar School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK.

You must provide evidence of your right to work in the UK if invited for interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

### List A – Acceptable Documents which show an ongoing right to work

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **together with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.



9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

#### **List B – Documents which show a right to work for a limited period of time**

##### Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

##### Group 2 – Documents where a time-limited statutory excuse lasts for six months

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months** old **together with a Positive Verification Notice** from the Home office Employer Checking Service\* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

\* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

## DISCLOSURE AND BARRING (DBS) CHECKS – RELEVANT DOCUMENTS AND ROUTES

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

### Route 2

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents they may need to be fingerprinted

### Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands



### Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional) All driving licences must be valid.	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

### Group 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and	UK and Channel Islands	Issued in last 3 months



<b>Document</b>	<b>Notes</b>	<b>Issue date &amp; validity</b>
Pensions, the Employment Service, HMRC		
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid



Olim Meminisse Juvabit

Maidstone Grammar School, Barton Road, Maidstone, Kent ME15 7BT  
T: +44 (0)1622 752101 | E: [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk) | W: [www.mgs.kent.sch.uk](http://www.mgs.kent.sch.uk)  
Founded in 1549 | Headmaster Mr M Tomkins BSc NPQH