



Information pack for candidates:

Cover Supervisor





## Information pack for candidates: Cover Supervisor

### CONTENTS

- School Information
- Letter from the Headteacher
- Job Description
- Person Specification
- Future Aspirations
- Leadership Line



## Queen Elizabeth's Grammar School - An introduction



Queen Elizabeth's Grammar School is an 11-18 co-educational, selective school of 1101 pupils, with 276 in the Sixth Form. The school has expanded to six forms of entry in Year 7 and 8, with a published admission number of 180 students. Other year groups have 5 forms of entry, around 150 students in Years 9-11. On average, 75% of the Year 11 cohort choose to stay on into the Sixth Form to enjoy a varied and successful programme. The majority of the school's intake travels from Faversham and the surrounding villages, with a number travelling from Whitstable. The school converted to Academy status in 2011.

Queen Elizabeth's was established in 1576 by a royal charter approved by Queen Elizabeth I. The original school from that era still stands next to our contemporary buildings. The present incarnation of the school was built in 1967, following the merger of the former boys' and girls' grammar schools in the town. We celebrated 50 years on the current site as a co-educational school in 2017.

The school's accommodation now comprises of, in addition to normal classrooms: an assembly hall, gymnasium, state of the art sports hall, ICT rooms, Library, eight laboratories - three of which have recently been refurbished, an art and technology centre, a sixth form and humanities centre, drama studio and music centre, extended and refurbished restaurant, as well as a theatre and a brand new 14 room teaching block.

The school is set in pleasant grounds close to the centre of Faversham, on the site of the historic Faversham Abbey. Playing fields adjoin the school on the northern and eastern sides. Faversham is a market town of 16,000 inhabitants serving a largely agricultural area and situated close to the Thames estuary, nine miles north west of Canterbury. It contains much of historic interest and still preserves a substantial number of mediaeval, Tudor and eighteenth century buildings.

The school has developed close links with partner schools in Europe. We have annual European exchanges, with links to schools in Cologne (Germany), Hazebrouck (France) and Madrid (Spain). In addition to this the school has a very active exchange with a secondary school in Cochin, Kerala, India. Beyond the exchanges, trips are offered for each year group and over the course of the past few academic years, students have departed for the Sahara, India and the USA alongside a long list of countries in Europe.

A wide range of extracurricular and enrichment activities are on offer at the school, including; Music, Drama, Debating, including Model United Nations, STEM, FI in Schools - team 'Evolve' were crowned World Champions in Abu Dhabi in November 2019 and team 'Eclipse' finished sixth out of sixty-eight teams in the 2023 World Championships which took place in Singapore. We also offer the Duke of Edinburgh's Award, Robotics Club, Chess Club, Book Club and Gardening Club, alongside subject enhancement activities.





Sport is a large feature of the school and a whole host of accolades and awards are held, including district and county trophies in a number of sports. These include football, netball, athletics, rugby, rounders, trampolining and cross country. We also have individuals in the school who compete nationally in a range of competitive sports.

Queen Elizabeth's aims to develop not just the academic abilities of students but also their skills, talents, personal qualities and values, the very qualities that play such an important part in defining their future actions and success. The school functions as a community school, with extensive links to groups, societies and organisations in the locality, nationally and internationally. Relationships with parents are strong and the school is well supported by a hardworking team of Governors, a Parents' Association and the Trustees of the School Foundation.

Queen Elizabeth's is proud to retain many of the characteristics of a traditional grammar school, however it is a forward looking school, keen to enhance the best new technologies and contemporary, effective approaches to teaching and learning whilst ensuring that the best elements of accepted good practice are retained. Staff are extremely hard working, dedicated and loyal both to the school and the wellbeing of their students. The atmosphere in the staff common room is highly professional and supportive, with an exceptionally positive team spirit.

Queen Elizabeth's Grammar School was last visited by Ofsted in March 2023, when it was judged Good overall with Outstanding Personal Development and Behaviour and Attitudes.

The school is seeking an enthusiastic new colleague who will be able to make a positive contribution to the school community. The ability to take part in the life of the school and to assist with extra-curricular activities is very welcome. The vacancy offers an exceptional opportunity for anyone who wishes to be part of a vibrant, dynamic and successful school.

In the interests of economy, applications will not be acknowledged and if you have not heard from the school within 48 hours of the deadline for applications, you should assume that you have not been successful.

Thank you for the interest shown and I look forward to receiving your application.

Amelia McIlroy MA  
Headteacher

# Queen Elizabeth's Grammar School

Abbey Place, Faversham, Kent ME13 7BQ  
01795 533132 office@queenelizabeths.kent.sch.uk



Dear Applicant

Thank you for your interest in the post of Cover Supervisor. I hope you will take the time to read through the enclosed information and find it useful for planning your application, which we look forward to receiving by midday on Friday 10th January; we reserve the right to close this advert early should we receive significant interest in the post.

This post offers a unique opportunity for the right candidate to support the structures behind the high academic standards and ethos which have been developed over a number of years at Queen Elizabeth's Grammar School.

If appointed, you will be joining a highly committed staff who work extremely hard and want the very best for every student and do much to cooperate with and support the wider community.

This is an exciting opportunity to join a high-achieving and ambitious school, where our aim is to ensure that every child achieves the best possible outcomes. The post will require passion, energy and enthusiasm and a relentless drive to ensure the continued progress of every student.

Please complete the school application form which can be found on the school website. We would also like you to write a supporting statement to accompany your application, addressing the job description, outlining how your experience has prepared you for this post.

Please do not hesitate to contact me if you would like to discuss the role further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Amelia McIlroy'.

Amelia McIlroy MA  
Headteacher

Headteacher: Mr D M Anderson MA  
Deputy Headteacher: Mrs A J McIlroy MA  
www.queenelizabeths.kent.sch.uk  
Twitter: @qegs\_faversham



**Job Description:** Cover Supervisor

**Grade:** QEGS 4.1-4.5 - Pro rata: £16,110-£17,515

28 hours and 40 minutes per week term time only

(8:45am - 3:30pm, 3pm finish on Thursday)

**Line Managed by:** Assistant Headteacher

### **Role Purpose**

To supervise classes during the short-term absence of teachers. Cover supervisors will oversee lessons following instructions as provided by the normal classroom teacher or line manager. The cover supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to student's general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of student's progress and/or development.

Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.

### **Key duties and responsibilities:**

- To supervise classes and deliver pre-planned teaching material during periods of teacher absence, with minimal preparation time and often at short notice
- To ensure that the learning objectives set by the teacher are achieved
- To manage student behaviour to ensure a safe and constructive working environment, following the school's behaviour management processes
- To supervise sixth form study groups
- To respond to students' general questions and provide feedback to the teacher on issues such as behaviour and quality of work produced by students
- To set homework as requested by the absent teacher
- To participate in relevant training to ensure own continuing professional development
- Provide cover for registration and tutor time
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher



- On occasions when cover is light, Cover Supervisors may also be required to offer support across other areas, which may include the following:  
administrative tasks; display work and reprographics
- To attend staff briefings and meetings as appropriate
- Carry out supervisory duties in accordance with the duty rota
- Create and maintain positive and supportive relationships with staff, students, parents, carers and governors
- Take on any additional responsibilities which might, from time to time, be determined by the Headteacher
- Comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- **The successful candidate will be required to take lunch either before or after the official school lunch hour, as you will be required to assist with the supervision of students around the school site during lunch time**

**Footnote:** This job description is provided to assist the job holder to know what his or 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.



## Queen Elizabeth's Grammar School

### Person Specification: Cover Supervisor

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	Criteria	Essential/Desirable
Knowledge and Qualifications	Good standard of education up to A level or equivalent, with excellent numeracy and literary skills	E
Experience	Experience of working with children and young adults Experience of working in a school environment	D D
Skills and Abilities	Excellent communication and interpersonal skills Excellent ICT skills Excellent Literacy and Numeracy skills High level of organisational skills Ability to adapt to challenging situations	E E E E D

All applicants must be willing to undergo child protection screening appropriate to the post, including DBS checks.



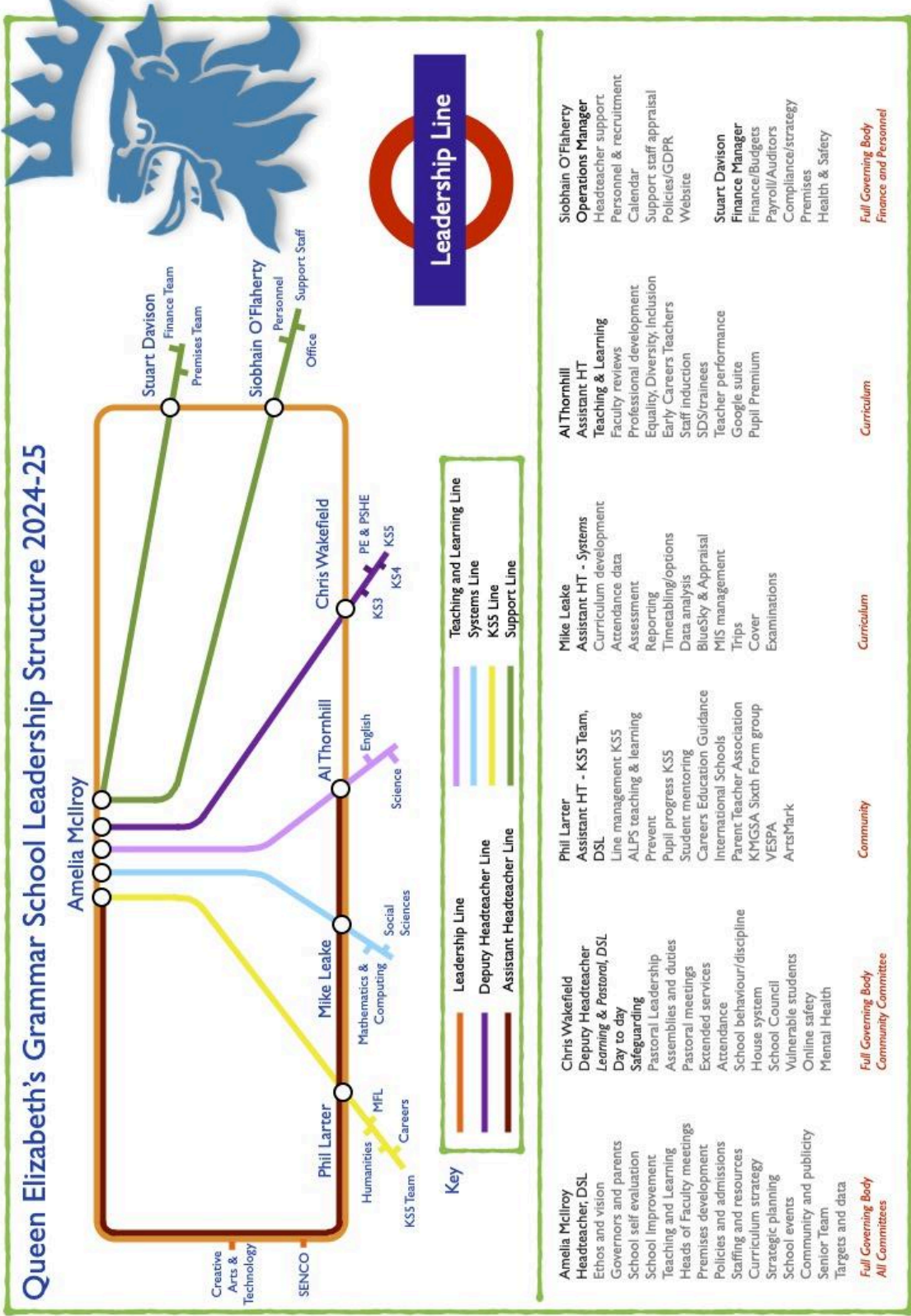




### Future aspirations for the school

Queen Elizabeth's Grammar School is a forward looking, successful and dynamic school with high aspirations for every member of the school community. Looking ahead, the priorities for the future of the school are:

- To develop a culture of excellence through inspirational teaching, learning and assessment
- To further develop a culture of high aspiration, ensuring that every student has the best opportunities to achieve their personal career ambitions
- To develop a 'growth mindset' approach to teaching and learning, creating a culture of academic curiosity and personal resilience
- To further develop the collaborative 'can do' attitude of staff and students, to create a sustainable and productive culture of learning and success across the school
- That staff are well trained, managed and supported to achieve their best within a supportive and developmental learning culture, without excessive demands on workload
- To ensure the extra curricular offer remains varied and broad; providing a range of opportunities for every student to participate, develop and challenge themselves
- That leadership across the board works to effectively support, encourage and celebrate all staff and students to perform at their best and to aim high
- For the school to develop beyond its boundaries, by working closely with other schools and taking a leading role in creating additional high quality provision across the community
- For students to feel engaged and motivated to help teach, support, develop and encourage younger members of the school community by taking on leadership roles
- To maintain a safe, trusting and happy environment for all students and staff
- To develop a cost effective but appropriate and challenging curriculum that offers choice and challenge whilst also preparing students for life beyond school
- To create and implement the *Queen Elizabeth's Grammar School Sixth Form Award* to challenge and stimulate students at this important stage of their education
- To further develop the school alumni association, to encourage greater participation from former members of the community, including supporting school initiatives
- To continue to develop and improve the school's facilities by improving the quality of learning environments and enabling broader opportunities for all students
- To continue to develop the international outreach programme (*and British Council's International Schools Award*) by maintaining the current programme of international trips
- To continue to develop an international outlook; for students to see the world as their workplace and that no challenge is too big in terms of their future aspirations and realising their potential



<p><b>Amelia McIlroy</b> Headteacher, DSL Ethos and vision Governors and parents School self evaluation School improvement Teaching and Learning Premises development Policies and admissions Staffing and resources Curriculum strategy Strategic planning School events Community and publicity Senior Team Targets and data</p> <p><i>Full Governing Body All Committees</i></p>	<p><b>Phil Larter</b> Assistant HT - KSS Team, DSL Line management KSS ALPS teaching &amp; learning Prevent Pupil progress KSS Student mentoring Careers Education International Schools Parent Teacher Association KMGSA Sixth Form group YESPA ArtsMark</p> <p><i>Community</i></p>	<p><b>Mike Leake</b> Assistant HT - Systems Curriculum development Attendance data Assessment Reporting Timetabling/options Data analysis BlueSky &amp; Appraisal MIS management Trips Cover Examinations</p> <p><i>Curriculum</i></p>	<p><b>Chris Wakefield</b> Deputy Headteacher Learning &amp; Pastoral, DSL Day to day Safeguarding Pastoral Leadership Assemblies and duties Pastoral meetings Extended services Attendance School behaviour/discipline House system School Council Vulnerable students Online safety Mental Health</p> <p><i>Full Governing Body Community Committee</i></p>	<p><b>AI Thornhill</b> Assistant HT Teaching &amp; Learning Faculty reviews Professional development Equality, Diversity, Inclusion Early Careers Teachers Staff induction SDS/trainees Teacher performance Google suite Pupil Premium</p> <p><i>Curriculum</i></p>	<p><b>Siobhain O'Flaherty</b> Operations Manager Headteacher support Personnel &amp; recruitment Calendar Support staff appraisal Policies/GDPR Website</p> <p><b>Stuart Davison</b> Finance Manager Finance/Budgets Payroll/Auditors Compliance/strategy Premises Health &amp; Safety</p> <p><i>Full Governing Body Finance and Personnel</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------