

Recruitment Pack

Applicant information

Cover Supervisor



Contents

- Welcome from Headteacher Karen Davey
- About us
- Safeguarding
- Our site
- Benefits of working at The Malling School
- Job description
- Person specification
- The application process
- How to find us



Welcome from Headteacher Karen Davey

Dear Applicant,

Thank you for your interest in joining The Malling School.

It is a real privilege to be Headteacher of a school with such a strong sense of community. We are a caring, ambitious and inclusive school where young people are known as individuals, feel that they belong and are inspired to achieve their very best. Just as importantly, we want The Malling School to be a place where staff feel valued, supported and proud to work.

Our values of Caring, Determined and Reflective define The Malling School Way. They shape the way we work with our students and with one another. We combine high expectations with kindness, strong relationships and a belief that everyone can continue to learn and improve.

We are ambitious for our young people. Academic achievement matters, but our purpose extends beyond examination results. We want every young person to discover their strengths and leave us with the knowledge, skills and character to make informed choices, shape their own future and pursue whatever success means to them. Our commitment to developing the whole child and ensuring that everyone belongs is reflected in our School of Character Kitemark Plus accreditation and Inclusion Quality Mark Flagship School status.

Our staff are central to achieving this. We invest in professional development and believe that improvement comes through coaching, collaboration, reflection and the sharing of excellent practice. We want colleagues to feel confident discussing their practice, learning from one another and continually developing their expertise. Professional learning at The Malling School is purposeful, supportive and rooted in what makes the greatest difference to our young people.

Continuous improvement is part of our culture at The Malling School. We believe that everyone - students, staff and leaders - can continue to learn, develop and get better. As Dylan Wiliam puts it, *"Every teacher needs to improve, not because they are not good enough, but because they can be even better."* We therefore value reflection, curiosity, collaboration and professional learning, creating a culture where colleagues are encouraged to develop their expertise, share ideas and contribute to the continued improvement of our school.

We also believe that excellent teaching is made possible by a calm, purposeful environment. Our students understand that we have high expectations of their behaviour, attitudes and effort, and staff are supported to maintain them consistently. Strong relationships sit alongside clear boundaries, enabling teachers to teach and students to learn.

Staff wellbeing matters to us. When introducing change, we consider both its likely impact on students and its impact on the people responsible for delivering it. We want to use technology and innovation intelligently, reduce unnecessary workload and create sustainable ways of working. Our aim is not to ask people simply to work harder, but to help them work effectively, develop professionally and have the capacity to do their jobs well.

Above all, we want people who share our values: people who care about young people and their colleagues; who are determined to make a difference; and who are reflective enough to keep learning themselves.

If that sounds like the kind of school in which you would thrive, I very much hope you will consider joining us.

Thank you for your interest in The Malling School. I look forward to the opportunity to meet you.

Yours sincerely,



Karen Davey
Headteacher

About us

The Malling School

We are a mixed 11-19 co-educational High School of 1,000 pupils serving the historic market town of West Malling and surrounding villages. The school is set in pleasant rural surroundings and has its own lake and extensive grounds and has excellent facilities.

West Malling is close to the county town of Maidstone and has excellent rail links to London and Ashford.

This is an exciting time to be joining the staff of The Malling School.

Our school is increasingly becoming the first-choice school for parents. As a result, we are currently oversubscribed. We have robust behavioural systems and Developmental Learning Walks, rather than formal observations. All of which allow a teacher to flourish and do what they do best – teach!

We provide a very supportive environment in which staff can further develop their skills, and we ensure every new member of staff has access to a trained coach. With close teams of teachers and non-teachers working together we take a collaborative approach to school improvement and have a shared aim of providing the very best education for our pupils.

We offer an extensive and individualised training programme tailored around training needs identified by our staff. We encourage staff to take calculated risks in striving to be the very best and will never stifle innovation. Our philosophy is one where leaders are trusted to lead and teachers trusted to teach.



Extract from our Safeguarding and Child Protection Policy

Introduction

The Malling School (TMS) recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding and promoting the welfare of children is everybody's responsibility and everyone has a role to play. All members of our community (staff, volunteers, governors, leaders, parents/carers, wider family networks, and pupils) have an important role in safeguarding children and all have an essential role to play in making our community safe and secure.

TMS believes that the best interests of children always come first. All children (defined in law and in this policy as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, sex (gender), ability, culture, race, language, religion or sexual identity or orientation, have equal rights to protection.

Staff working with children at TMS will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.

This policy applies where there are any child protection concerns regarding children who attend TMS but may also apply to other children connected to the school for example, siblings, or younger members of staff (under 18s) or children on student/work placements.

TMS recognises the importance of providing an ethos and environment within School that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

TMS recognises the importance of adopting a trauma informed approach to safeguarding; we understand there is a need to consider the root cause of children's behaviour and consider any underlying trauma.

Our core safeguarding principles are:

Prevention: positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

Protection: following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support: adopt a child centred approach and provide support for all pupils, parents/carers and staff, and where appropriate, implement specific interventions for those who may be at risk of harm.

Collaboration: with both parents where possible, and other agencies to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governor and are consistent with those outlined in Keeping Children Safe in Education (KCSiE)

Job Description

JOB TITLE: Cover Supervisor
Kent Scheme D (Term-time only + INSET Days)

ACCOUNTABLE TO: Lead Cover Manager

JOB PURPOSE:

To supervise whole classes during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided for by a teacher. The cover supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity. The post holder will be required to respond to pupil'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 pupil's progress and/or development.

KEY RESPONSIBILITIES

- Have sole responsibility for the pupils in the classroom ensuring the objectives, set by the teacher in the learning plan, are achieved by the pupils within a safe and secure environment, ensuring good behaviour at all times.
- Be responsible for a class of approx. 30 pupils; giving clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- To inform, persuade and negotiate with pupils and provide feedback to other professionals and parents as required.
- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- 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 pupils on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.

General

- Assist with other administrative duties as directed by the Cover Manager or MIS Manager to ensure that the school runs effectively and efficiently.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person.

- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development. Support with any other administrative duties as necessary to ensure the smooth running of the school.

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed..... date.....

Signed..... date.....

Headteacher

Person Specification

Essential:

- Level 2 qualifications in English and Mathematics (GCSE level 4 or above or equivalent)
- Previous experience of working with children of secondary school age
- Ability to use Microsoft Office packages to a proficient standard
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- The ability to work well in a team and independently
- Excellent communication skills, both written and verbal
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- Excellent attendance, punctuality and dependability

Desirable

- Knowledge of Bromcom
- Previous teaching experience
- Understanding of the GDPR with particular reference to child protection procedures.



Benefits of working at The Malling School

Beautiful location

We are situated in the village of East Malling which is easily accessible by road and rail. The closest train station is East Malling with services to Ashford and London. Walking to school from the station takes 18 minutes. The school has free on-site staff parking; we also have a beautiful lake that can be accessed by staff at lunchtimes or for meetings in the summer months.

Other benefits

- Local government and Teachers Pension scheme
- Kent Rewards Gateway access to discounts nationally and in the local area
- Employee Assistance Programme
- Ongoing commitment to Continuous Professional Development (CPD)
- Alongside our high-quality CPD program, every teacher benefits from a dedicated, trained coach who provides tailored feedback and one-to-one coaching. This bespoke support ensures our teachers make continuous improvements to their classroom practice, empowering them to deliver exceptional teaching and achieve outstanding outcomes for our students. Join us and experience a school where professional development is at the heart of everything we do.
- Free tea and coffee at breaktimes
- Use of school gym

Staff Wellbeing Statement of Intent – 2025

Improved wellbeing for our staff is a key aim for The Malling School (TMS). Our staff are a precious resource, valuing them and their wellbeing is at the heart of our principles. As a school we have committed to the DfE Wellbeing Charter and use this to guide the wellbeing practices in our school.

Our staff benefit from an ongoing wellbeing strategy which focusses on:

- Workload
- Mental health

- Job Satisfaction
- Culture and Attitudes

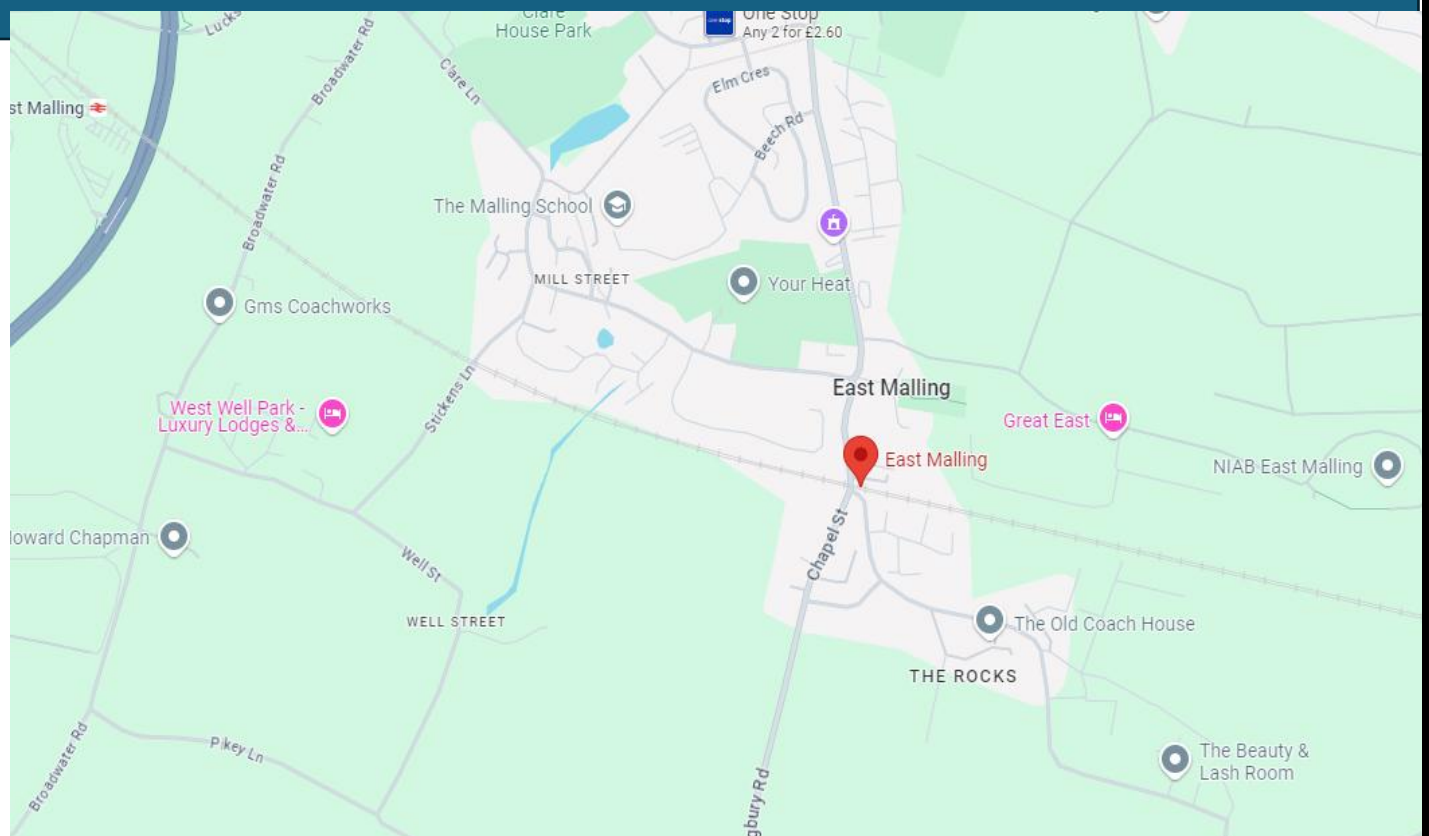
Workload: Is considered in every decision-making process. We do not 'grade' teachers and lessons, instead recognize good practice and positively support colleagues to progress and improve. We have a workload charter which details our guiding principles.

Mental Health: From an annual mental health survey we can collect feedback, positive and negative which is used to evaluate current support measures and introduce new ones when identified.

Job Satisfaction: Using induction, annual appraisal, CPD and internal opportunities for achievement and progress we manage to retain a high percentage of staff and add to job satisfaction. Salaries are matched to performance and job descriptions are reviewed annually and re-evaluated as appropriate.

Culture and Attitudes: The Malling School Way is well established in our school and embraced by staff as well as students. The key concepts of being caring, determined and reflective ensures that all staff are treated with respect, consideration and care.

How to find us



Address

The Malling School
Beech Road
East Malling
West Malling
Kent, ME19 6DH

Telephone: 01732 840 995

Email: office@themallingschool.kent.sch.uk

Closest train station: East Malling 18 mins walk

Visitor parking on site

Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form must be completed as clearly and fully as possible. Please do not leave any gaps in your employment history on your application form.

If you have worked or lived overseas in the last five years (including the European Union) please declare this on your application

Please note CVs will not be accepted in place of a completed application form.

Our preferred method is to apply directly through TES or UK Teach, or as specified in the job advertisement. To support an inclusive application process, applications may also be submitted by email to HR@themallingschool.kent.sch.uk or by post to the following address:

The Malling School
HR Team
Beech Road
East Malling
Kent
ME19 6DH

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form; it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The school reserves the right to close any advert earlier than the published closing date and early application is therefore recommended.

After the shortlisting process has been completed candidates who have been selected for interview will be informed and provided with full details of the interview programme. If you have not heard from us within four weeks of the closing date for this post, you have on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Photo ID, such as passport or driving licence
- Evidence of current name and address
- As appropriate any documents evidencing any name changes
- Certificates of educational or professional qualifications as necessary and relevant to the role.

Conditional Offer

Any offer of employment will be conditional upon the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Satisfactory online check in line within safer recruitment guidelines
- Satisfactory pre-employment health assessment
- Satisfactory completion of six-month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.

- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment. (please note this provision applies to any post requiring an individual to undertake teaching work such as unqualified teacher, Teaching Assistant or HLTA).

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Retention of information

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. We, The Malling School, are the 'data controller' for the purposes of data protection law. Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. Our workforce privacy notice is available from the school website or by email the school office; office@themallingschool.kent.sch.uk.

