



## **Cover Supervisor**

**One Year/Permanent Contract**

**with a view to possible teacher training opportunities for the right candidate**

**Full time equivalent starting salary £25,495 gross per annum**

**(actual pro rata salary £20,063 for 33.5 hours per week)**

**(Hillview Range 5 Point 6-9)**

**Hours of work: Between 8.15am-3.30pm (33.5hrs are full time hours per week)**

**Term-time only, plus Inset days**

### **WHY CHOOSE US?**

Do you want to be part of a community which offers a positive, exciting and rewarding place to work? Hillview School for Girls is a popular, high achieving, non-selective school based in Tonbridge, Kent. Working for us will give you the opportunity to work alongside enthusiastic subject specialists and engage with creative pedagogical development.

We pride ourselves on having a calm and focused classroom environment where students are keen to learn and achieve and appreciate their teachers' dedication and support. Our high expectations and aspirations for our students has placed the school, repeatedly over time, as one of the highest achieving non-selective schools in Kent.

We are looking for enthusiastic Cover Supervisors to join our friendly team. Candidates from all employment backgrounds are welcome. This is a perfect opportunity for anyone considering a career in teaching and are seeking experience in the classroom.

### **Key Duties and Responsibilities**

- Supervise lessons for teachers when they are absent from the classroom.
- Take an on-line register during all lessons that are covered.
- Be proactive in ensuring that pupils complete the work that has been set by the absent member of staff.
- Deploy the school behaviour management policy, where required, to secure a focused learning environment.
- Support with exam invigilation

Please use the contact details below if you would like the opportunity to tour the school or to discuss the role informally before making an application.

**Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: [dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)  
Tel: 01732 352793 Ext 180**

**Closing date: Friday 4 July 2025**

**Interview date to be confirmed**

**(The school may interview early in the case of an exceptional candidate)**

*Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.*