**Cover Supervisor**

**Location:** Whitby School and Sixth Form

**Contract:** Permanent

**Hours/ Working Pattern**: 32.5 hours per week, term time only

**Salary/ Hourly Rate:** Grade CD, £12.85 - £13.47 per hour, £24,796 - £25,989 per annum full time equivalent (Pay is paid monthly across the year)

**Closing Date:** 11:59pm

**Interview Date:** Week commencing

**Start Date:** September 2025 / ASAP

*Are you considering a career working with young people? This entry level role is ideal for you!*

**About Us**

Whitby School is a new school; an exciting development for the Whitby community. Our school is a positive, warm, and welcoming school where pupils aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we nurture aspirations and cultivate a lifelong love of learning in our young people.

Our four key values - **Ambition, Courage, Character, and Endeavour** - are the pillars of everything we do. Whitby School is proud to hold the future within its walls. Every lesson, every conversation, every act of kindness helps shape the leaders, thinkers, and citizens of tomorrow.

Our motto, *Ad finem terrae - To the ends of the earth* - reminds us that the world is wide, full of opportunity, and waiting to be explored. We want our children to aim for exciting, far-reaching goals, knowing that their journey can take them anywhere.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

You can find out further information on our [website.](https://www.whitbyschool.co.uk/welcome)

**Our Opportunity**

We are seeking to appoint a Cover Supervisor to join our team.

What is a Cover Supervisor? You will provide cover for short term absences, delivering tasks to students as set out by the classroom teacher, managing classroom organisation, and encouraging positive student behaviour and motivation.

As well as covering lessons, you will supervise students, assist in targeted work with small groups of students, and undertake administrative support for the academic and pastoral systems of the school. You will develop positive and motivational relationships with students which support the raising of achievement.

The role is wonderfully varied, you will be able to develop administrative skills as well as educational support skills.

Childcare or supporting learning qualifications are desirable but not essential, making this an ideal opportunity for candidates who wish to transition from an administration role into a teaching assistant career.

**What you will need to succeed:**

* GCSE Maths & English at grade C / grade 4 as a minimum
* Childcare or supporting learning qualifications are desirable but not essential
* Committed to supporting students
* Excellent interpersonal skills
* Effective communicator both orally and in writing
* Effective ICT skills
* Excellent organisational and administrative skills
* Understanding of the educational system and current developments

***Experience within a school environment assisting pupils is not essential but may be preferred.***

**We can offer you**

* A supportive, collaborative team who openly share ideas and best practice
* A school community that prides itself on engagement, generosity, dignity and inspiration
* Access to Mental health and Wellbeing support services
* Opportunities for CPD and career progression

We encourage applications from candidates who have a passion for supporting students in their education with individual needs and who wish to work in a setting which offers rewards and challenges, where no two days are the same.

**Queries**

Please contact Chloe Bullen on 01609 536 964 or via chloe.bullen@northyorks.gov.uk

Chloe has been engaged to support us with recruiting to this exciting opportunity.

**Application Process**

Please apply via NYC Jobs

An email will be sent to shortlisted candidates with details of the interview process / shortlisting outcome.

We do not accept CV’s

Please contact us if you need to apply in a different format.

***When applying please take into account the following:***

**Supporting Information**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification (see application pack). This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

**References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer. Please note your referee should ideally be a previous line manager or someone in a position of authority.

*We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with* [*Keeping Children Safe in Education.*](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

*North Yorkshire Council (NYC) advertise vacancies and process applications on behalf of schools and external organisations (third parties) in North Yorkshire. NYC are not responsible for the recruitment/employment practices of third parties and accept no liability in relation to the vacancy and any subsequent recruitment/employment processes. Further information on how we process your data can be found* [*here*](https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection/privacy-notices/recruitment-privacy-notice)*.*