



**Thirsk School**

& Sixth Form College

Educating today, preparing for tomorrow

[www.thirskschool.org](http://www.thirskschool.org)

**EDUCATING TODAY, PREPARING FOR TOMORROW**  
**"A good school" Ofsted February 2022**

# Applicant Information Pack 2025-26

**Cover Supervisor/PE Support (Unqualified  
Teacher)**

**32 hours per week**

**Fixed term contract from 1<sup>st</sup> June to 17<sup>th</sup> July**

**11-18 MIXED COMPREHENSIVE SCHOOL**  
**1033 STUDENTS INCLUDING 139 IN SIXTH FORM COLLEGE**

[www.thirskschool.org](http://www.thirskschool.org)



[www.facebook.com/BeMoreThirsk](https://www.facebook.com/BeMoreThirsk)



[bemorethirsk](https://www.instagram.com/bemorethirsk)

**TOGETHERNESS**

**HONESTY**

**INCLUSIVITY**

**RESPECT**

**SUPPORT**

**KINDNESS**

01845 522024

[thirskschool@thirskschool.org](mailto:thirskschool@thirskschool.org)

Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ

**Headteacher:** Emma Lambden



## An introductory note from Miss Emma Lambden the Headteacher

Dear Applicant,

We are delighted that you are interested in joining us here at Thirsk School & Sixth Form College. We are pleased that you are interested in both the post and becoming part of our community. I hope that what we can offer you inspires you to apply. We do appreciate that applying for a post is a time-consuming process and would like to do whatever we can to help; please do look at our website and do not hesitate to get in touch should you require more information or wish to arrange a visit to the school.

We are a school which is constantly seeking ways to further improve, and we pride ourselves on our focus in putting people at the heart of what we do, both students and staff. There is a strong sense of collegiality amongst staff and Thirsk is a fantastic place to come and work. We were very pleased to continue to be a good school following Ofsted's visit in February 2022, but we have much to do to push us on to the next phase of being consistently excellent. We hope that, with your skills, experience, and ambition, you will become a part of achieving this aim.

We will offer you:

- Great students, "A feature of the school is the friendly and warm relationships between the staff and pupils. This ensures that pupils behave well and apply themselves. There is a calm and settled atmosphere", Ofsted report 2022.
- Great colleagues who go the extra mile for our students, "The school has added more staffing to support pupils' pastoral needs. This means the staff know the pupils well. Safeguarding leaders have particularly detailed knowledge of the most vulnerable pupils", Ofsted report 2022.
- Innovative professional development both within school and as part of the Red Kite Learning Alliance, Leeds Learning Alliance and other professional networks.
- An opportunity to access leadership training and development.
- A very supportive leadership team who all teach and have an open-door approach.
- A school that has clear ambition expressed in its strategic plan and fully supported by its Governing Board.





# Thirsk School

Educating today, preparing for tomorrow

If this interests you, we'd love to hear from you! Please complete the application form and write a letter of no more than two sides of A4. You should outline:-

[www.thirskschool.org](http://www.thirskschool.org)

- Your values and principles, with examples of how they have underpinned your work
- What experiences you feel will enable you take up this post successfully

Please email your application to [andrew.rickard@thirskschool.org](mailto:andrew.rickard@thirskschool.org). Alternatively, your application can be sent to us by post. Also, please ensure that you have identified in your application when you would be available to commence employment with us.

**Closing Date: 9am on Tuesday 5<sup>th</sup> May 2026**

I know from my own experience that applying for a post is an intensive process and, if you do choose to apply, I am grateful for the efforts that this will require of you. I look forward to receiving your application.

*E Lambden*

Best wishes and good luck.

Emma Lambden  
Headteacher





## Thirsk – the Heart of North Yorkshire

### *A great place to live, learn and work*

As a market town serving the heart of North Yorkshire, it has all the facilities you might expect from a larger town, but with an intimacy and sense of community. The town itself has a traditional marketplace, banks, shops, supermarkets, pubs and restaurants, medical facilities, primary schools, and childcare providers.

### **Culture**

There is a unique community run cinema in Thirsk which is small and characterful but has all the latest releases along with more unusual productions. The arts scene is complemented by several galleries and Thirsk is the home to North Yorkshire's Rural Arts Centre which promotes exhibitions, workshops, and classes in a variety of the arts. Thirsk is also the home of the nationally recognised Herriot Museum, and this reflects its traditional roots as the centre of the agricultural community. Local history is well promoted with information boards linking walks around the town. Additionally, Thirsk remains the centre of the hand-made furniture industry with several nationally renowned brands, each with distinctive carved trademarks. Some showrooms have workshop tours and cafes.

### **Sport**

Sporting interests are facilitated by a local leisure centre with swimming pool, newly expanded and upgraded gym and other facilities. The local running club, Thirsk and Sowerby Harriers, meets at the school twice a week. There are thriving local clubs -Thirsk Hockey Club, and Thirsk Falcons Football Club run a full spectrum of junior and senior teams for both genders. There is a rich tradition in rugby and cricket with clubs based in the town and many local football and cricket teams in the local villages. A squash club and a golf club lie on the town's fringes along with Thirsk Racecourse. A fantastic development has been the establishment of the Sowerby Sports Village on the school's doorstep; this developing facility provides for a variety of clubs and individuals offering a measured kilometre track that attracts runners, cyclists, and walkers.





## Leisure

Thirsk lies between two National Parks, The Yorkshire Dales, and the North Yorkshire Moors, which are easily accessible and provide wonderful walking, mountain biking, fell running and bird-watching opportunities. The hosting of the Tour de France in 2014 elevated the cycling tradition in the area and the school has previously hosted the London to Edinburgh cycle venture. North Yorkshire's stunning coast is within easy reach offering wild and dramatic cliffs, beautiful fishing villages and traditional seaside resorts along the bracing North Sea coast.

## Housing and Transport

There is a variety of housing available in the area from more traditional market town houses, and local village cottages, family houses, apartments, and terraced properties. The Sowerby Gateway development on the southern fringe of the town offers a wide range of housing on a modern estate. Fantastic transport links via the A1(M), A19, A61 and the mainline railway running from London to Edinburgh enhance Thirsk as a great place to locate. Many staff members live within the school's catchment and send their children to our neighbouring primary schools or to our school, whilst others choose to live in York, Harrogate, Ripon, Northallerton and Teesside.





## Advert

### Cover Supervisor/PE Support (Unqualified Teacher)

Full time, Fixed term from 1<sup>st</sup> June to 17<sup>th</sup> July

Are you seeking experience working in a school environment? Are you passionate about promoting sport and an active lifestyle? Do you enjoy working in a vibrant learning environment? Thirsk School and Sixth Form College is seeking a positive and capable person to work as a Cover Supervisor and PE support worker on a fixed-term basis, to cover an internal absence.

Key responsibilities include:

- To be part of the cover team and undertake cover supervision of classes, allocating work prepared by teachers
- To create a positive working atmosphere in classes, keeping students on task and managing students' behaviour.
- To support the work of the PE team, contributing to extra-curricular activities
- To teach some classes in Key Stage 3 PE as an instructor

We are looking for someone who:

- Has experience working with children or young people (though this will not necessarily be in a school environment)
- Possesses good organisational, communication and ICT skills
- Has a passion and aptitude for sports
- Is committed to safeguarding and promoting the welfare of students
- Can work well independently and as part of a team

Hours: 32 hours per week, Monday to Friday, term time only. The school has a training day on Friday 26<sup>th</sup> June when staff are expected to be in school. The salary will be split into 24 hours on APT&C Grade CD for the cover supervisor role and 8 hours on UQT Point 4.

Why join us?

- Be part of a supportive and ambitious school community
- A positive and supportive working atmosphere
- A competitive salary and access to a contributory local government pension scheme



Our ambitious school is based in the easily accessible market town of Thirsk which lies very close to the A1(M), A19 and mainline rail links, between two beautiful National Parks.

**Closing date: 9 am on Tuesday 5<sup>th</sup> May**

Further details of the school, the post and a downloadable application form are available from our website: [www.thirskschool.org](http://www.thirskschool.org)

Please contact [andrew.rickard@thirskschool.org](mailto:andrew.rickard@thirskschool.org) if you wish to arrange a visit.

Completed forms should be returned to [andrew.rickard@thirskschool.org](mailto:andrew.rickard@thirskschool.org)

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. 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 a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.



## Benefits of working at Thirsk School & Sixth Form College

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

### Pension Scheme

As an employee of Thirsk School & Sixth Form College you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) the school also pays into the scheme on your behalf.

### Staff benefits platform



Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

### Financial Wellbeing – Mental Wellbeing – Physical Wellbeing



A confidential support service for employees and their immediate family members. A FREE 24-hour personal support service. Your call will always be answered by a qualified and experienced counsellor who will offer support in a professional, friendly and non-judgemental manner.



MyView is a self-service facility and can be accessed via your PC or via an app on your mobile. Within MyView, you can access and change your personal details, view payslips online, P60s, input and view expense and timesheet claims.



## Job Description

<b>POST:</b>	Cover Supervisor/PE Support Worker (Unqualified Teacher)
<b>GRADE:</b>	Cover Supervisor: Grade CD, PE Support Worker: UQT 4
<b>RESPONSIBLE TO:</b>	Cover Manager/Curriculum Leader for PE
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	<p>To provide short-term cover for absent teaching staff, allocating pre-prepared work, keeping students on task and managing the behaviour of students during lessons.</p> <p>To support the work of the PE department, providing some supported KS3 instruction, contributing to the extra-curricular programme and undertaking some administrative assistant duties including but not limited to organising fixtures, data entry, equipment audits and similar duties.</p>
<b>JOB CONTEXT:</b>	<p>Cover supervisors are key colleagues within school, supporting the smooth running of the organisation when teaching colleagues are absent on a short-term basis.</p> <p>The PE aspect of the role supports the wider provision that the department offers. It also requires some KS3 instruction which often supports colleagues looking to develop their experience into teaching or coaching.</p> <p>This school is committed to safeguarding and promoting the welfare of our students and young people. All staff will receive relevant safeguarding training at induction and throughout their employment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning and Development:</b>	<ul style="list-style-type: none"> <li>To supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning.</li> <li>To provide support and encouragement to students and manage classroom organisation during the cover lesson.</li> <li>To manage the behaviour of students through the implementation of the school Behaviour Policy and practices and encourage students to take responsibility for their own behaviour.</li> </ul>



	<ul style="list-style-type: none"> <li>To collect any completed work at the end of the lesson and return it to the appropriate person.</li> <li>To deliver prepared lessons (plans/resources provided) as an unqualified teacher</li> <li>To support with administrative duties in the PE department</li> <li>To contribute to the wider extra-curricular programme in the PE department</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>To establish rapport and respectful, trusting relationships and communicate effectively with students and with staff.</li> <li>To communicate student work as set out by the classroom teacher.</li> <li>To report back as appropriate using agreed referral procedure on the behaviour of the class.</li> <li>To maintain close contact with both the Cover Manager and the Curriculum Leader for PE</li> </ul>
<b>Professional Development:</b>	<ul style="list-style-type: none"> <li>Participate in appraisal, training and professional development activities</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>Promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>To use the school's MIS as required for the routine recording of attendance, assessment, behaviour and safeguarding issues and as directed at other times.</li> </ul>
<b>Data Protection:</b>	<ul style="list-style-type: none"> <li>Comply with data protection, information security and confidentiality policies</li> </ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>Be aware of and implement health and safety responsibilities within the working environment</li> <li>Contribute to maintaining a safe and secure library environment</li> </ul>
<b>Equalities:</b>	<ul style="list-style-type: none"> <li>Work in accordance with the school's Equality Policy to ensure fair and equitable service to all users</li> </ul>
<b>Flexibility:</b>	<ul style="list-style-type: none"> <li>Respond flexibly to changing demands and circumstances as required, within the scope of the role and the grade</li> </ul>
<b>Customer Service:</b>	<ul style="list-style-type: none"> <li>Provide a high standard of customer service, treating all users with respect and dignity and promoting a positive library experience</li> </ul>
<b>Date of Issue:</b>	April 2026



## Person Specification

Essential upon appointment	Desirable on appointment
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Level 2 or above qualifications, demonstrating good literacy and numeracy skills</li></ul>	<ul style="list-style-type: none"><li>• Appropriate first aid qualifications</li><li>• Childcare or supporting learning qualifications at level 2 or above</li></ul>
<b>Knowledge and understanding</b> <ul style="list-style-type: none"><li>• Good numeracy/literacy skills</li><li>• Awareness of secondary education and student needs</li><li>• Interest in and reasonable aptitude for sports</li></ul>	<ul style="list-style-type: none"><li>• Good understanding of young people's development and learning processes</li><li>• Knowledge of behaviour management techniques</li><li>• Working knowledge of relevant policies and legislation, e.g. child protection and health and safety</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of working with secondary aged students</li><li>• Experience of administrative tasks</li><li>• Experience of working with young people participating in sport</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with secondary aged students in an educational setting</li><li>• Experience of managing student behaviour</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Good literacy skills</li><li>• Organisational skills and attention to detail</li><li>• Effective communication skills, both verbal and written</li><li>• Good ICT skills, including use of library software and online resources</li><li>• Creativity</li><li>• Enthusiasm for sport and promoting an active lifestyle</li><li>• Customer service skills</li></ul>	<ul style="list-style-type: none"><li>• Ability to manage an ICT-based library catalogue and lending system</li></ul>



## Personal Qualities and Values

- Ability to work successfully in a team
- Willingness to learn and develop new skills
- Belief in the power of education to shape lives
- Moral purpose, integrity and compassion

## Other Requirements

- Enhanced DBS clearance
- Commitment to safeguarding and promoting the welfare of children and young people
- Commitment to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes
- Ability to use authority appropriately and maintain discipline