



LEIGH
Academies Trust

Job Pack

Cover Manager
Leigh Academy Mascalls

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.





Job Description

Job Title: Cover Manager

Reports to: Assistant Principal

Location: Leigh Academy Mascalls

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- The Cover Manager will lead on the effective embedding, administration and operational use of the Academy's Management Information Systems (MIS), excluding routine data input. The postholder will ensure that systems including Bromcom, ParentPay and My Child at School (MCAS) are configured, maintained and utilised effectively to support curriculum delivery, staffing, safeguarding, communication and compliance
- The role also includes responsibility for staff absence and cover management, timetabling administration, and acting as the Academy's Local Data Protection Officer (LDO). The postholder will provide high-quality technical and operational support to staff, enabling accurate interpretation and effective use of information across the Academy

Key Responsibilities

Management Information Systems (MIS) Administration

- Lead on the operational setup, configuration and ongoing maintenance of MIS modules (excluding data entry), including:
 1. Behaviour, Rewards and Detentions
 2. Curriculum, Timetabling and Staffing
 3. Exams, Clubs and Trips
 4. Parent communication platforms (MCAS, ParentPay)
- Provide technical advice and support to staff on the effective use of MIS systems and interpretation of information
- Ensure systems are used consistently and in line with Academy and Trust expectations
- Support senior leadership with administrative setup and system development to improve efficiency and compliance

Curriculum, Timetabling and MIS Administration

- Support senior leadership in the operational development, scheduling and maintenance of the Academy timetable



- Manage timetabling systems to ensure accurate creation of staffing structures, student groupings and option blocks
- Advise senior leaders on timetable implications to ensure appropriate rooming, supervision and staffing arrangements
- Monitor staff allocation to ensure directed time is utilised effectively and highlight under-allocation where appropriate
- Manage student setting and grouping changes within the MIS to support leadership decisions.
- Complete end-of-year processes and configure systems for the new academic year
- Provide day-to-day administrative support for the Curriculum team
- Support the operational setup of parents' evenings through MCAS, including appointment scheduling
- Work with leadership to support high levels of parental engagement and attendance at parents' evenings
- Assist with the setup of:
 1. Co-curricular activities and registers
 2. Intervention and withdrawal groups in collaboration with the Inclusion team

Cover and Absence Management

- Act as the central point of contact for staff absence, receiving notifications via a dedicated telephone line and voicemail
- Plan and assign daily cover arrangements to ensure minimal disruption to learning
- Arrange agency supply cover where appropriate, in line with Academy procedures
- Provide cover supervisors and supply staff with lesson cover work supplied by teaching staff
- Record all teaching and non-teaching staff absences accurately within the MIS
- Process absence requests in line with Academy policy
- Maintain and monitor the staff absence and cover tracker, providing information to senior leaders as required

Exams Administration (MIS Support)

- Support the Exams Officer in the scheduling of internal and external examinations in accordance with examination regulations
- Ensure examination timetables are accurately published and accessible via student and parent portals

Local Data Protection Officer (LDO) Responsibilities

- Ensure MIS records relating to students, staff and parents are accurate, current and secure
- Monitor Academy compliance with data protection legislation and Trust policies
- Liaise with Trust Data Controllers as part of data protection approval processes
- Process Data Subject Requests (including SARs, rectification and erasure requests) in line with GDPR, UK data protection legislation and Trust procedures
- Work with the SIRO and Trust DPO to support data protection compliance across the Academy
- Maintain up-to-date knowledge of GDPR and related legislation
- Support leadership with document redaction for safeguarding, pastoral and statutory purposes



- Assist with investigations or proceedings relating to data protection, including ICO or legal matters
- Support the resolution of data quality issues and respond to data-related queries or complaints

Professional Values and Practice

- Provide additional administrative support to the wider administration team during periods of increased demand
- Support the Academy's commitment to students' personal and academic development
- Act as a professional role model, demonstrating high standards of conduct at all times
- Work collaboratively within designated teams, contributing positively to effective working relationships
- Demonstrate proficiency in literacy, numeracy and ICT, including Bromcom and Google Workspace applications
- Uphold safeguarding and health and safety responsibilities in all aspects of the role
- Contribute to the effective and efficient running of the Academy
- Undertake other reasonable administrative duties commensurate with the role

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.





Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Cover Manager, we would expect candidates to demonstrate:

Qualifications and Training

Essential

- Educated to GCSE level standard or equivalent (English and Maths A* to C grade or equivalent)

Desirable

- A qualification in management or a related field
- Relevant training in education or a related area

Knowledge and Understanding

Essential

- Thorough understanding of the roles and responsibilities of a Cover Supervisor
- Knowledge of behaviour management strategies and effective teaching and learning practices
- Understanding of safeguarding procedures and child protection policies

Desirable

- Knowledge of school policies and procedures related to staff absence, cover, and student support
- Familiarity with the National Curriculum and different Key Stages
- Understanding of the challenges and needs of students with special educational needs (SEN)

Experience

Essential

- Significant experience of working as a Cover Supervisor or in a similar role within an educational setting
- Experience of managing and supervising staff

Desirable

- Proven experience of supervising or coordinating the work of others
- Experience of working in a secondary school environment
- Experience of dealing with challenging behaviour

Skills and Abilities

Essential

- Excellent communication and interpersonal skills, with the ability to build rapport with students and staff
- Strong organisational and time-management skills, with the ability to prioritise tasks and manage workload effectively



- Ability to remain calm and professional under pressure, particularly when dealing with challenging situations
- Ability to use IT effectively, including Microsoft Office Suite and other relevant software
- Ability to maintain confidentiality and adhere to data protection regulations

Desirable

- Strong ICT skills, enabling the effective use of technology to support learning and manage classroom activities
- Ability to adapt communication style to suit different age groups and abilities, ensuring clear and effective interaction with all students
- Ability to demonstrate initiative and problem-solve, proactively addressing issues that may arise during cover lessons
- Ability to analyse data and produce reports
- Ability to contribute to the development and implementation of new systems and procedures
- Ability to manage budgets and resources effectively

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

