



LEIGH
Academies Trust

Job Pack

Course Programme Lead
(Primary)

The Leigh Institute (KMT)

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: Course Programme Lead (Primary)

Reports to: Deputy Head of KMT

Location: The Leigh Institute (KMT)

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.

Overview of the role:

Support the leadership of the primary programmes offered by KMT, ensuring the organisation meets its aims and objectives.

Key Responsibilities

Programme Delivery

- Take operational responsibility for the delivery of the primary programmes, school partnerships, school-based mentoring, and faculty leadership.

Across the group of associate teachers:

- Participate in the leadership and delivery of Induction.
- Manage partnerships with schools, liaising with headteachers and mentors.
- Deliver the professional studies curriculum in line with agreed budget and approved curriculum plans.
- Deliver and lead on the subject studies curriculum in the agreed faculty.
- Play a key role in the assessment and moderation of outcomes within the Primary phase and during cross-phase moderation.
- Quality assure and monitor impact of all aspects of programme delivery and purposeful integration.
- Support the planning and implementation of all programme requirements in line with the DfE's ITT criteria.

Subject Leadership

- Act as a Faculty Lead for an agreed group of subjects, commissioning and QAing the work of external subject specialists.
- Support the coordination of the work of the other Faculty Leads, along with the Deputy Head.
- Take responsibility for the planning and delivery of a subject area or areas, to be agreed.

Recruitment

- Participate in the recruitment, selection and interview process, supporting KMT to meet its recruitment targets.



Mentoring

- Under the direction of the Mentor Leadership key person, ensure mentor training and development is contextualised for and delivered to the Primary hub.
- Contribute to the development of the quality of mentoring and mentor relationships in the primary phase.

AT Support

- Ensure trainee retention and promote psychological fitness, working with the Deputy Director of the Leigh Institute, and Deputy Head of KMT to provide world-class associate teacher support.
- Under the direction of the AT Support key person, deliver on KMT's full AT support offer to ensure inclusion and widening participation.
- Devise and implement learning and health support plans for trainees with specific barriers to learning.
- Identify and put in place proactive support and action plans for trainees who are not yet on track.

Responsibility Area

- Leadership of a cross-phase area of responsibility with whole organisation impact, initially with a focus on commissioning, creating and overseeing the development of subject knowledge enhancement materials to support candidates to pass Equivalency tests pre-programme and to demonstrate Fundamental Proficiencies and subject knowledge for teaching while on-programme.

Contribution to KMT's success

- Contribute to the organisations' success with external stakeholders including Ofsted.
- Participate in quality assurance and moderation activities.
- Act as an Assessment Only assessor for the primary phase when required.

In addition

- This post holder will contribute to the wider work of The Leigh Institute, including with KMT/ConnectED Apprenticeships teacher pathway offer, supporting the organisation to meet its strategic goals.

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 Course Programme Lead (Primary), we would expect candidates to demonstrate:

Qualifications and Knowledge

Essential

- Qualified Teacher Status.
- Specialism in at least one Primary Curriculum subject area and a secure understanding of progression across the full EYFS and Primary age and ability range, from 3 to 11.
- Secure understanding of the evidence base underpinning Primary curriculum, assessment, and pedagogy.
- Up-to-date knowledge and expertise relating to best practice for inclusive and adaptive teaching in mainstream and/or specialist settings.
- Understanding of ITE, the ITTECF, the DfE ITT criteria, and the requirements of the updated ITE Ofsted Inspection Framework.
- Solid understanding of what constitutes an exceptional training provider.

Experience

Essential

- Leadership experience within the education sector, particularly within the primary phase.
- Experience leading, designing, and delivering professional development for school staff/adult learners and mentoring beginning teachers.

Values and Vision

Essential

- Passion for widening participation in the teaching profession, raising achievement, and teacher professional development.
- Professional integrity and reliability.

Interpersonal and Stakeholder Skills

Essential

- The ability to communicate effectively and build and maintain positive, productive relationships across a range of internal and external stakeholders.
- Thrives in a high-performing team environment, with excellent interpersonal skills, initiative, and self-motivation.

Personal Attributes

Essential

- Ability to work flexibly and manage one's own calendar and responsibilities.
- Ability to think reflectively and adapt well to change.
- Psychological fitness and resilience to remain calm and consistent during high-challenge periods.
- Comfortable with online learning environments and digital skills.

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!

