



Langley Park
School for Girls



Cover Manager Recruitment Pack

Enabling everyone to thrive - acting with
kindness, determination and respect

COVER MANAGER

Required as soon as possible

Salary: NJC Scale 5, Point 11 -15 (£32,070 to £33,987 FTE)
Actual Salary: £15,234-£19,042 per annum (20-25 hours per week)
7.00am start, 20 -25 hours per week (to be agreed), 39 weeks per year

We are looking to recruit a pro-active, well organised and self-motivated Cover Manager to manage and arrange teaching staff cover and room changes. The successful candidate will be a strong team player with the ability to prioritise and a positive attitude to working with both students and staff. Training and support will be provided.

The successful candidate will act as the central coordinator for all cover requirements across the school and will work closely with teaching staff and leadership to ensure continuity of learning.

Langley Park School for Girls (LPGS) is a high achieving, popular and well-respected school within our local community. Situated on the Langley Park campus alongside our neighbouring boys' school and primary school, we benefit from excellent transport links to and from central London and proximity to the Kent countryside. LPGS is an exciting place to work; a school in which students are motivated to achieve their best and work hard to make exceptional progress. We want our students to leave LPGS empowered to shape their own lives, and those of others, as the leaders of tomorrow.

"Pupils flourish into independent, confident young adults at this school."

"Pupils are polite, kind and respectful to one another. They have strong professional relationships with their teachers." (Ofsted)

"The school curriculum supports pupils to excel." (Ofsted)

We can offer:

- Highly motivated students with a commitment to their learning.
- Very good standards of student behaviour.
- Innovative approaches to Teacher Professional Development.
- Opportunities to work and grow within our trust and beyond the school.
- A friendly and supportive working environment.
- An Employee Assistance Programme and flu vaccination.

Closing Date: Monday 15 December (9.00am)
Expected date for interviews: Wednesday 17 December

Please send your completed application form to Helen Partridge
(HR Manager) hpa@lpgs.bromley.sch.uk

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is valued in our Trust.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.

Dear Candidate,

Thank you for your interest in joining our community as a Cover Manager. The information here gives a brief sense of our school. Equally, you are most welcome to arrange time to visit.

Langley Park School for Girls, part of Impact Multi Academy Trust, is a large secondary comprehensive school in Beckenham. We have 1,200 girls in Year 7-11 and a large co-educational sixth form of approximately 450 students. We proudly draw from a large number of boroughs and schools in our Sixth Form creating a diverse and vibrant community.

LPGS has a proud history and is an exciting environment in which to work and study. The arts are highly valued and invested in and staff and students alike enjoy the wide range of opportunities available; including our dynamic Careers Academy and huge range of clubs, societies, groups and trips.

We have an ambitious and broad curriculum, for example:

- All Year 7 students learn an instrument for a term as part of our music scheme to widen access and participation.
- KS3 students enjoy Dance and a Visual Arts rotation of Art, Textiles, Digital Media, Food Preparation & Nutrition and Design Technology.
- Just recently, students have enjoyed trips within the UK and international visits to Tenerife on the Spanish Exchange, Salzburg with the Music tour and our Camps International expedition to Peru.

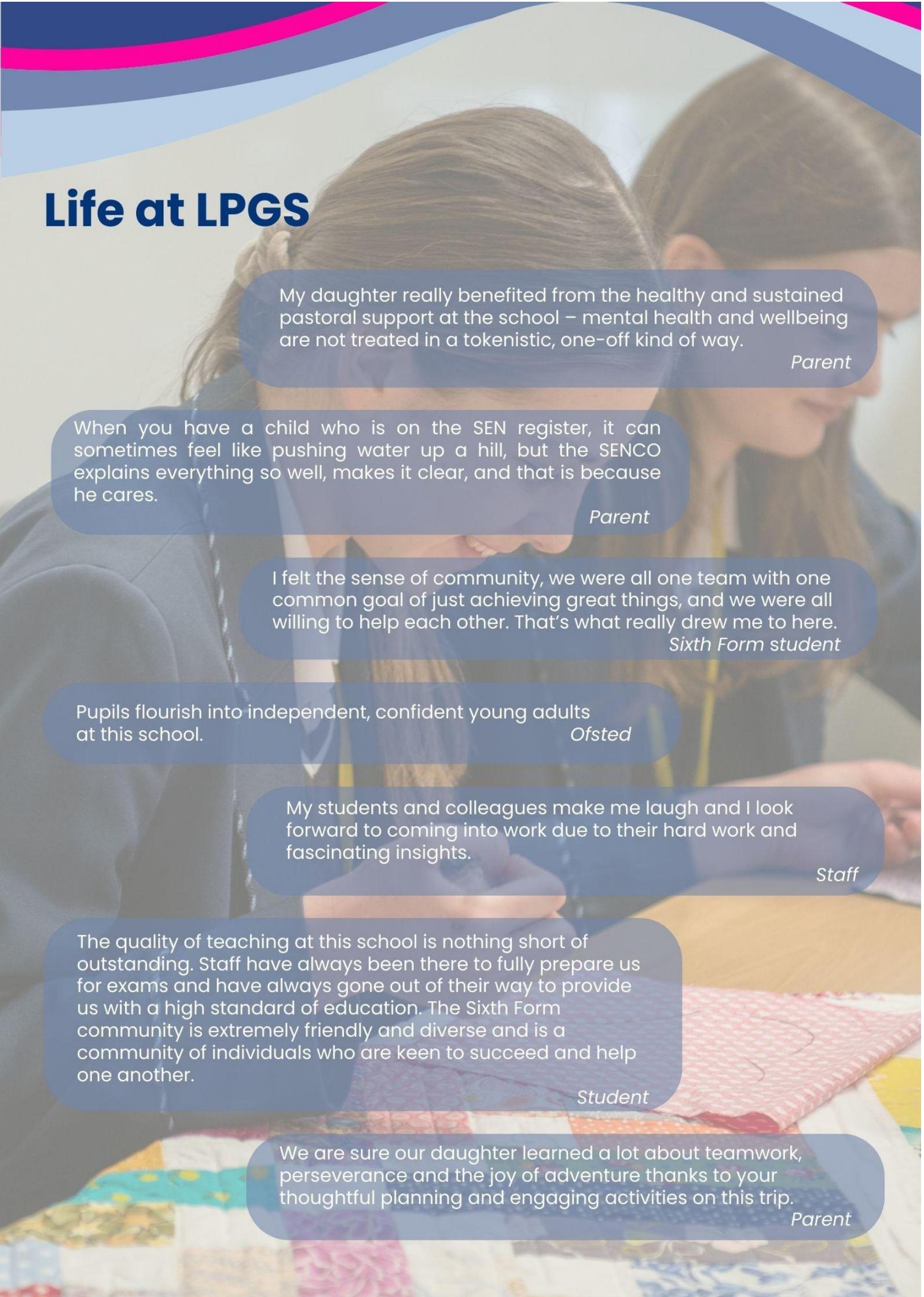
We achieve positive academic results whilst also focusing on student wellbeing and mental health.

If you would like to be part of our school community, we would welcome your application.



Kind regards,
Steve Whittle
Headteacher

Life at LPGS



My daughter really benefited from the healthy and sustained pastoral support at the school – mental health and wellbeing are not treated in a tokenistic, one-off kind of way.

Parent

When you have a child who is on the SEN register, it can sometimes feel like pushing water up a hill, but the SENCO explains everything so well, makes it clear, and that is because he cares.

Parent

I felt the sense of community, we were all one team with one common goal of just achieving great things, and we were all willing to help each other. That's what really drew me to here.

Sixth Form student

Pupils flourish into independent, confident young adults at this school.

Ofsted

My students and colleagues make me laugh and I look forward to coming into work due to their hard work and fascinating insights.

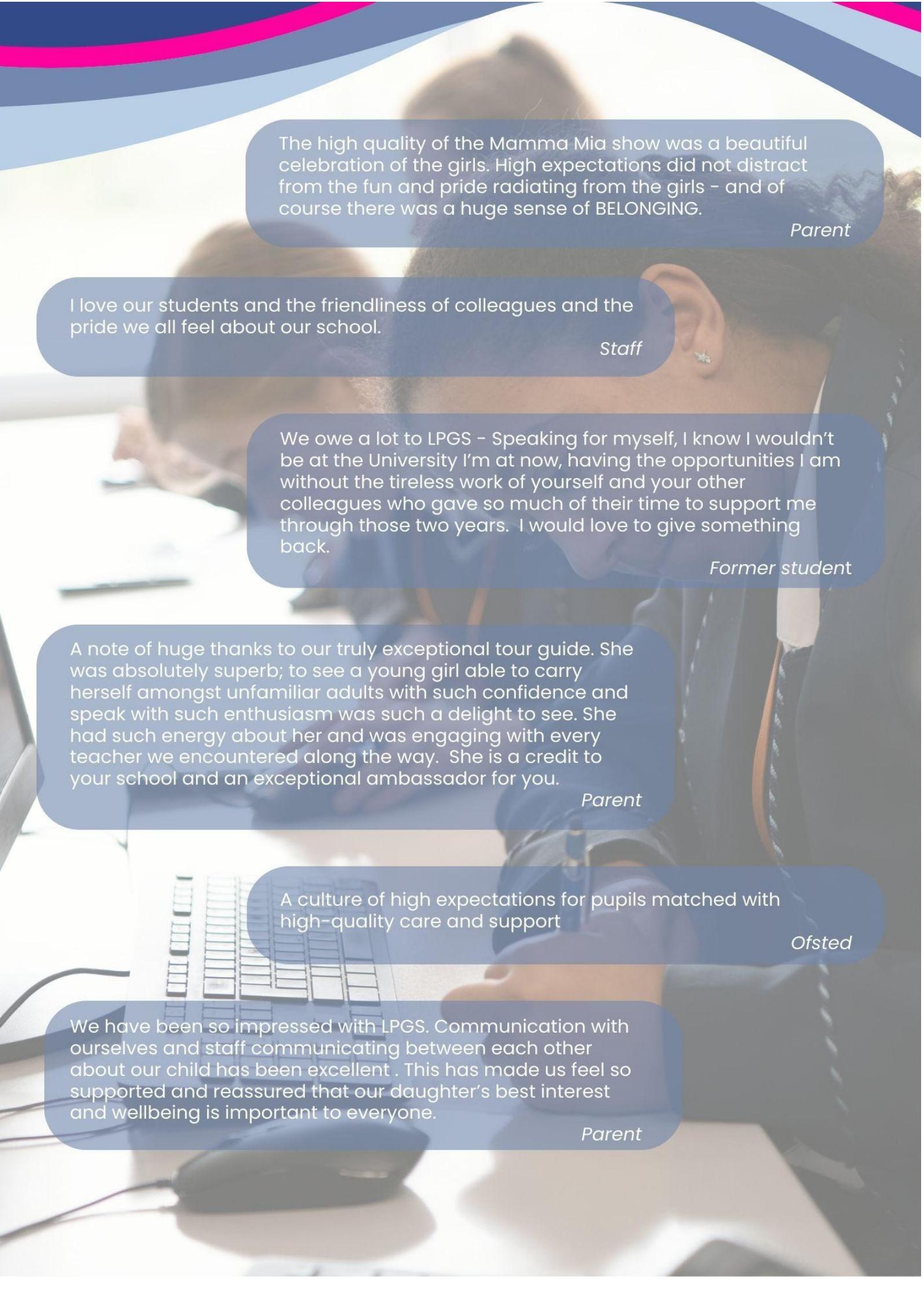
Staff

The quality of teaching at this school is nothing short of outstanding. Staff have always been there to fully prepare us for exams and have always gone out of their way to provide us with a high standard of education. The Sixth Form community is extremely friendly and diverse and is a community of individuals who are keen to succeed and help one another.

Student

We are sure our daughter learned a lot about teamwork, perseverance and the joy of adventure thanks to your thoughtful planning and engaging activities on this trip.

Parent



The high quality of the Mamma Mia show was a beautiful celebration of the girls. High expectations did not distract from the fun and pride radiating from the girls – and of course there was a huge sense of BELONGING.

Parent

I love our students and the friendliness of colleagues and the pride we all feel about our school.

Staff

We owe a lot to LPGS – Speaking for myself, I know I wouldn't be at the University I'm at now, having the opportunities I am without the tireless work of yourself and your other colleagues who gave so much of their time to support me through those two years. I would love to give something back.

Former student

A note of huge thanks to our truly exceptional tour guide. She was absolutely superb; to see a young girl able to carry herself amongst unfamiliar adults with such confidence and speak with such enthusiasm was such a delight to see. She had such energy about her and was engaging with every teacher we encountered along the way. She is a credit to your school and an exceptional ambassador for you.

Parent

A culture of high expectations for pupils matched with high-quality care and support

Ofsted

We have been so impressed with LPGS. Communication with ourselves and staff communicating between each other about our child has been excellent. This has made us feel so supported and reassured that our daughter's best interest and wellbeing is important to everyone.

Parent

Impact Multi Academy Trust (IMAT)

We believe that being a Trust with both primary and secondary schools is an enormous asset, since it enables us to share our expertise and knowledge, learning from each other to improve the education of children from ages 4 to 18. We have high aspirations for our students that attend Impact Multi Academy Trust schools. We also have high expectations about what they will receive from, and contribute to, their education.

We believe strongly in educating the whole child. We offer our students the highest quality academic education, delivered within a broad, balanced and rich curriculum; alongside which our schools offer a wide range of high quality extra-curricular opportunities, with music and sport a particular strength.

The heads, senior leaders and colleagues actively meet and collaborate – this work is furthered by our Curriculum Strategy Leads.

Our Trust, as it is today, was formed in September 2022 and currently comprises eight schools:

- Clare House Primary School
- Darrick Wood School
- Hawes Down Primary School
- Hayes School
- Langley Park Primary School
- Langley Park School for Boys
- Langley Park School for Girls
- Ravens Wood School

For further information, please visit the Trust website www.imat.uk.



Staff Wellbeing

Our commitment to this is captured in our Staff Wellbeing Charter which you can read in detail [here](#) and includes:



CPD – we invest in our staff and in ourselves through a [professional growth](#) approach to appraisal that prioritises our improvement as teachers over data-driven targets



Respectful relationships are at the heart of how we approach others in our community: staff and students.



We take a conscious work-load focused approach to marking (no onerous expectations), data drops and parents' evenings.



A deliberate and moderate approach to emails and communication, using scheduled staff communications instead of lots of emails and no expectation that staff respond outside of their working hours.



Trained Mental Health First Aiders to support staff and a comprehensive Employee Assistance Programme that includes 24 hour support line, swift access to counselling and a wide range of advice and support via the Wisdom App.

The Cover Team

The cover team comprises a Cover Manager and at present two Cover Supervisors who support teaching staff in delivering the highest quality learning experiences, in order that all our students achieve their potential.

A number of teachers are also available for cover during periods of the school day and are therefore assigned to cover lessons, in the event of teacher absence.

The team ensures that teaching and learning continue smoothly during staff absences, minimising disruption and maintaining a productive environment for both staff and students. They act as positive role models and maintain good standards of student behaviour.

You will be based in our admin office and will be a member of our associate (support) staff, which is the backbone of our school and ensures the smooth day-to-day running of our operations, providing essential support to students, staff, parents and carers. We pride ourselves on being:

- Friendly and Approachable – We create a welcoming environment where colleagues feel comfortable asking for help or guidance.
- Supportive – Whether it's assisting with tasks or offering advice, we're always ready to help others succeed.
- Collaborative – Teamwork is at the heart of what we do. We work closely with each other and with other teams to achieve shared goals efficiently.

By joining our team, you'll be part of a group that values communication, mutual respect, and a positive working culture.

Job Description

Reporting to: Deputy Headteacher

Purpose of the Job

To manage and arrange teaching staff cover and room changes

Key Tasks and Responsibilities

Cover Management

- To manage and arrange daily cover of registration, teaching and supervision periods for absent teachers on a reactive and proactive basis, arriving at 7.00am each morning
- To prepare daily cover sheets, summaries and management information pertaining to cover
- To line manage the Cover Supervisors
- To maintain accurate records and statistics of teacher absences and teacher covers in the MIS system and liaise with the HR Manager where appropriate
- To liaise with external supply agencies to engage supply staff when necessary, ensuring all vetting and identity checks are complete and managing their presence when in school
- To liaise with the Exams Officer regarding room changes, supervision and cover during all assessment periods
- To undertake and manage daily room changes
- To undertake training appropriate to the needs of the role

Lesson Cover

- To provide cover for lessons as demand dictates in line with the general duties and responsibilities of a Cover Supervisor

General Duties

- To provide additional administrative support, as required
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake training appropriate to the needs of the role
- To comply with the school's policies and procedures so that students' learning, health and safety are consistently supported
- To value and contribute to the school's culture of achievement and to its commitment to raising standards of performance
- To work in accordance with the school's equality policy
- To participate in the school's professional growth process
- To be conversant with all published school information

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and competence of the post holder.

Person Specification

Qualifications & Training	
A good standard of general education	Essential
Excellent numeracy/literacy skills – equivalent to at least NVQ Level 2 in English and Maths	Essential
First Aid qualification	Desirable
Experience	
Experience of using an MIS system for cover administration	Desirable
Experience of working in another school	Desirable
Skills, Knowledge and Aptitude	
Excellent inter-personal and communication skills	Essential
Ability to relate well to children and adults	Essential
Ability to deal with many issues at one time and to work on own initiative	Essential
Ability to use ICT effectively in all aspects of your work	Essential
Ability to demonstrate a personal commitment to safeguarding and promoting the welfare and rights of young people.	Essential
Professional manner, building and maintaining strong working relationships with staff and students	Essential
Commitment to own Continuing Professional Development (CPD)	Essential
Excellent time management and personal organisational skills	Essential
Be a team worker capable of motivating others and developing solutions to problems with others	Essential
Personal qualities and attributes	
Ability to work as part of a team	
A positive role model	Essential
Excellent attendance and punctuality record	Essential
Ability and enthusiasm to work jointly with colleagues as part of a team	Essential
Ability and willingness to respond quickly to the changing needs of the children/young people and school on a short and long term basis by being a flexible worker	Essential
Ability to work on one's own initiative, balance competing priorities and organize a work schedule	Essential
Ability to cope with change, be flexible and handle uncertainty	Essential
Ability to follow direction and work in collaboration with line manager and colleagues	Essential
Ability to work hard, remain positive and effective under pressure and see projects through to completion	Essential
Ability to work effectively under pressure and maintain an optimistic and positive attitude	Essential
A commitment to working in an environment that values equity, diversity and inclusion	Essential
Willing to contribute to the wider life of the school	Essential
Professional in manner, actions and appearance	Essential
Ability to work in line with school policies and meet school national standards	Essential
Passionate about young people and their education	Essential
Personal integrity, dedication and commitment to the school	Essential
A capacity for hard work and a good sense of humour	Essential

Special requirements of the role	
Demonstrate a commitment to equality and social justice	Essential
Demonstrate a commitment to promoting the school's ethos, values and aims	Essential
Knowledge of equal opportunities and approaches to inclusion	Essential
Show a commitment to safeguarding and promoting the welfare of children and young people	Essential
Demonstrate an ability to maintain confidentiality	Essential

Explanatory Notes

Application Procedure

1. Read carefully all the information about this post.
2. If you would like to arrange an informal chat about the position, please contact Helen Partridge hpa@lpgs.bromley.sch.uk
3. Complete the application form as fully as possible. You must use the Trust application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
4. In section 'details in support of your application' please tell us:
 - a. Why you are applying for this post.
 - b. How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful, you will receive either a letter, email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
3. Candidates called to an interview will:
 - a. Be given a tour of the school.
 - b. Have an opportunity to meet with members of the team.
 - c. Complete a task relevant to the role.
 - d. Have a formal interview with the Line Leader and a member of the Senior Leadership Team.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Headteacher or mentor at your placement if you are still training. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

The salary will be in accordance with the National Joint Council for Local Government Services (NJC).

Pension Scheme

Support staff, whether full or part time, will automatically be enrolled into the Local Government Pension Scheme unless they elect to opt out.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Langley Park School for Girls

Hawksbrook Lane
South Eden Park Road
Beckenham
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with kindness, determination and
respect*



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