

Cover & LRC Manager

Candidate Information Pack



ACHIEVEMENT, STUDENTS
& LEADERS MATTER

CANDIDATE INFORMATION PACK



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ



INTRODUCTION

From the Chief Executive Officer

Dear Applicant

The Trust's main objectives are encompassed in its vision statement, which is: Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially. We know the key to our success is ensuring that we recruit the highest quality staff.

Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With around 1800 students, we are amongst the largest schools in the Northeast. At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally. Our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We know the key to our success is having a strong team committed to the ethos of the school with the skills, dedication and passion to motivate and instil high expectations in every student to achieve their potential regardless of the barriers they face.

We are seeking a highly organised and motivated Cover and LRC Manager to lead the school's efficient coordination of daily cover arrangements for staff absences and managing the day-to-day operation of the Learning Resource Centre (LRC) as a hub for learning and reading.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as cycle to work and car leasing scheme (NHS Fleet Solutions)
- Access to free gym facilities on our Kenton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to receiving your application.

Yours faithfully

Lee Kirtley
Chief Executive Officer



GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

Cover & LRC Manager

Job Description



Reporting To:

Assistant Principal

Job Purpose

To ensure the smooth and efficient coordination of daily cover arrangements for staff absences and managing the day-to-day operation of the Learning Resource Centre (LRC) as a hub for learning and reading.

Main Responsibilities

The main list of main responsibilities is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

1. Cover Management

- Liaise with the Headteacher's PA and relevant staff to maintain accurate records of staff absence and future cover requirements
- Ensure all lessons are appropriately covered through the efficient deployment of internal staff, cover supervisors, and external supply agencies, in accordance with "rarely cover" expectations
- Produce and distribute the daily cover sheet, informing staff promptly of their cover arrangements
- Support the Exams Officer by coordinating cover during the examination period and assisting with room changes as required
- Maintain accurate records of cover arrangements and provide regular reports to senior leaders to support attendance and workforce planning
- Manage your own time effectively to ensure full and efficient deployment of cover supervision resources throughout the academic year
- Responsible for the line management of SAHLs, including performance oversight, professional development, and ensuring high standards of teaching and learning.
- Deliver first aid assistance when needed (training provided if not already qualified).

2. Learning Resource Centre (LRC) Management

- Manage the day-to-day running of the Learning Resource Centre, ensuring it is a well-organised, inclusive, and stimulating environment for reading, research, and independent learning
- Oversee the LRC timetable and opening hours, ensuring appropriate supervision and structured access before school, during breaks, lunchtimes, and after school
- Provide supervision and general support for pupils during break periods, transitions, and other non-lesson times as required
- Support teaching staff with activities such as Reading Café sessions and Kenton extra-curricular study periods to promote engagement and reading for pleasure
- Support the delivery of Information Skills sessions to Year 7 and Year 8 students, including introductions to LRC systems such as Reading Cloud and Sora
- Liaise with curriculum departments to promote use of the LRC for research and literacy-focused lessons
- Support individual reading guidance and support to students during lessons and independent use
- Manage library administration, including the issuing and returning of books, stock selection, processing new materials, and maintaining accurate records in Reading Cloud
- Promote literacy initiatives and special events such as the Scholastic Book Fair and reading challenges
- Support small-group literacy interventions (e.g., Lexonik) to support student progress
- Maintain a well-presented, resource-rich environment through regular shelving, housekeeping, and display updates
- Play an active role in school transition events and activities that encourage reading and engagement with the LRC.

Cover & LRC Manager

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. 5 GCSEs or equivalent including English and Mathematics
2. Evidence of relevant continuous professional development
3. Evidence of a full driving licence and ability to travel across the Trust estate.
4. Experience of managing data in an education setting
5. Experience of managing the setup and maintenance of Management Information Systems in an education setting
6. Experience of using a variety of software packages and managing management information systems and databases
7. Experience of producing reports for leaders and other stakeholders relating to key performance indicators
8. Experience of measuring performance against national and local benchmarks
9. Experience of managing systems and processes within an organization
10. Knowledge of key performance measures and access to resources produced by the DfE and Ofsted
11. Knowledge of how the use of data can be used to improve performance and input into developing strategies
12. Excellent working knowledge of the appropriate use of ICT with respect to data collection and analysis to identify areas of focus
13. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including Data Protection
14. Ability to communicate with a range of educational professionals, providing advice and guidance on MIS and data analysis
15. Ability to work as part of a team and independently, using own initiative

Desirable

16. 'A' Level or equivalent/good degree
17. Information Management qualification
18. Knowledge of career paths and/or higher education & willingness to learn more

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria above.

Essential

- 1 Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - Motivation and commitment 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
 - Attitude to use of authority and maintaining discipline.
- 2 Effective interpersonal, oral communication and presentation skills.
- 3 Ability to form community links and identify and facilitate enrichment opportunities for students to support learning.
- 4 Ability to work effectively as part of a subject/ curriculum team
- 5 Ability and flexibility to take an active part in extra curricular provision.
- 6 Effective interpersonal, oral communication and presentation skills.
- 7 No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
- 8 Committed to working with young people and contributing to trust ethos.
- 9 All criteria listed under part A

Desirable

- 10 Can contribute to wider school development.

Assessment/Selection Methods

Task

Interview

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 DfE Prohibition List Check including GTCE Check
- 5 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 8 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.



A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School
'All Different, All Equal.'

Studio West
'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Inclusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

About our Schools

Studio West



Studio West opened in 2014 as a 13–19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 548 students with a PAN of 90 and is well oversubscribed in all year-groups

The ethos of Studio West is enshrined in ‘Learning that connects.’ The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as ‘Good’ by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website www.northernleadertrust.org

About our Schools

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

www.northernleadertrust.org

Additional Information for Applicants

Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are 7.30 am to 3.30 pm Monday to Thursday and 7.30 am to 3.00 pm on Fridays, with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions) plus 5 additional 'on call' days. On call days are to be worked during the school holiday periods at times allocated by the line manager

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.8 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.62 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Pay and Grading

The grade of the post is N6, equivalent to local government pay spine points 20-24 with current corresponding full-time salary of £32,597 - £35,412 pa. Position is currently under job evaluation

The actual salary for this post pro rata to term time plus 5 days and 10 additional days and including annual leave entitlement as outlined is as follows:-

Less than 5 years' continuous local government service:
£29,425 to £31,966 pa

5 or more years' continuous local government service:
£29,951 to £32,538pa

Progression through the grade will be on 1 April annually, however where 1 April falls within the probationary period, the first increment will be payable on 1st of the month following successful completion of probation, then 1st April thereafter until the top of the grade is reached.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ