



**LEIGH**  
Academies Trust

# Job Pack

Apprenticeships Course  
Programme Lead  
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

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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](https://latcareers.org.uk/benefits)

# Our Mission: *Education for a better world*

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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:** Apprenticeships Course Programme Lead

**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.

## Main purpose of role:

Support the leadership of the education-focused apprenticeships offered by ConnectED Apprenticeships in collaboration with KMT, ensuring the organisation meets its aims and objectives.

## Key Responsibilities

### *Programme Delivery*

- Take operational responsibility for the delivery of the Level 3 Teaching Assistant and Level 5 Specialist SEND Teaching Assistant programmes, under the strategic direction of the Deputy Head of KMT.
- With the Deputy Head of KMT, collaborate on curriculum design, planning, evaluation and review.
- Deliver the agreed curricula in line with agreed budget and approved curriculum plans.
- Ensure assessment and evidence gathering on the programme effectively prepares apprentices for their End Point Assessment.
- Take responsibility for the scheduling of live and asynchronous learning.
- Contribute to the quality assurance of all aspects of programme delivery.
- Ensure the delivery of the programme is fully compliant with the Apprenticeship standards and funding rules, including (but not limited to) recording off-the-job training, progress reviews, updating and monitoring training plans, accounting for prior learning, and supporting learners to engage with Level 2 Functional Skills in English and Maths as appropriate.
- Devise and deliver a 'core topic' curriculum across the organisation to include content related to Safeguarding, British Values, Health and Wellbeing, and Careers Information, Advice and Guidance.
- Oversee, monitor and quality assure the collection of apprenticeship evidence via the Aptem system.

### *Mentoring and Learner Support*

- Directly oversee and mentor a group of apprentices within each Level 3 and Level 5 cohort (number to be agreed depending on cohort size).
- Oversee and coordinate the team of Apprenticeship Mentors who work with ConnectED Apprenticeships/KMT to support groups of apprentices.



- Liaise with employers to ensure apprentices are receiving their full training entitlement and support in the workplace.
- Ensure integration between learning on the programme and practice in the workplace via effective communication of expectations to apprentices and line managers.
- Take responsibility for coordinating learner support for apprentices with additional needs or other barriers to learning.
- Ensure high retention rates within each cohort and work with the wider team to support apprentices' psychological fitness and wellbeing.
- Ensure that apprentices who are not yet on track with their learning are provided with appropriate support and intervention to get them back on track.
- For apprentices who are under 18 (on the Level 3 programme), ensure that their specific pastoral needs are met and that appropriate safeguards are in place across all aspects of programme delivery.

### **Recruitment**

- Promote the programmes across The Leigh Institute (TLI) partner schools and the region more widely.
- Participate in recruitment events aimed at potential employers and candidates.
- Review applications for the programmes to ensure eligibility for funding and suitability for training, including accounting for relevant prior learning and experience.

### **Contribution to ConnectED Apprenticeships and KMT's success**

- Contribute to the organisations' success with external stakeholders, including Ofsted.
- Participate in quality assurance and moderation activities within and across TLI organisations.

### **In addition**

- This post holder will contribute to the wider work of The Leigh Institute, 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.



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 Apprenticeships Course Programme Lead, we would expect candidates to demonstrate:

## Qualifications and Training

### *Essential*

- Qualified Teacher Status.

### *Desirable*

- Recent experience of SEND leadership or practice.

## Knowledge and Understanding

### *Essential*

- Understanding of Apprenticeship standards, compliance and funding rules, or the capacity and willingness to quickly become familiar with these.

## Experience

### *Essential*

- Leadership experience within education (e.g. staff development, curriculum, teaching and learning or leadership of inclusion) in Primary, Secondary or Specialist contexts.
- Experience of supporting staff development, mentoring, coaching and/or training, or Post-16 education.

## Skills and Abilities

### *Essential*

- Ability to work under one's own initiative and make effective decisions in line with organisational policies and procedures.
- Ability to think reflectively, be flexible, and adapt well to change.
- The ability to develop and maintain partnerships with internal and external providers.
- Effective organisational skills and excellent ICT skills.

## Motivation & Personality

### *Essential*

- Passion for workforce professional development, raising standards and an understanding of what constitutes an excellent training provider.
- Resilience and the ability to remain calm and consistent under pressure.
- Excellent interpersonal and communication skills.
- Personal impact and presence with all stakeholders.
- Reliability and ability to meet deadlines.



# 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!

