

www.insignis.org.uk

2024/25

CANDIDATE PACK



Insignis
Academy Trust

WELCOME FROM THE CEO

Dear Colleague

Thank you for your interest in a role for the Insignis Academy Trust. Our Trust currently consists of six schools in Buckinghamshire. They are Ashmead Combined School, Princes Risborough School, Sir Henry Floyd Grammar School, Sir William Ramsay School, The Kingsbrook School and The Mandeville School. Further schools are in the pipeline and our medium-term ambition is to be a trust of at least 10 schools.

As an academy sponsor, Insignis Academy Trust is focused on the quality of the educational experience it provides for its students. By joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops and to collaborate with our team to influence Insignis Academy Trust's ethos and processes.

Insignis is a Buckinghamshire Trust and we are committed to supporting the development of educational opportunities for children in the county. We support the community use of our schools and work in conjunction with Active in the Community, the Youth Sports Trust and Sports England on ensuring grassroots clubs have access to our facilities. We also are committed to the Opening School Facilities programme at all our schools.

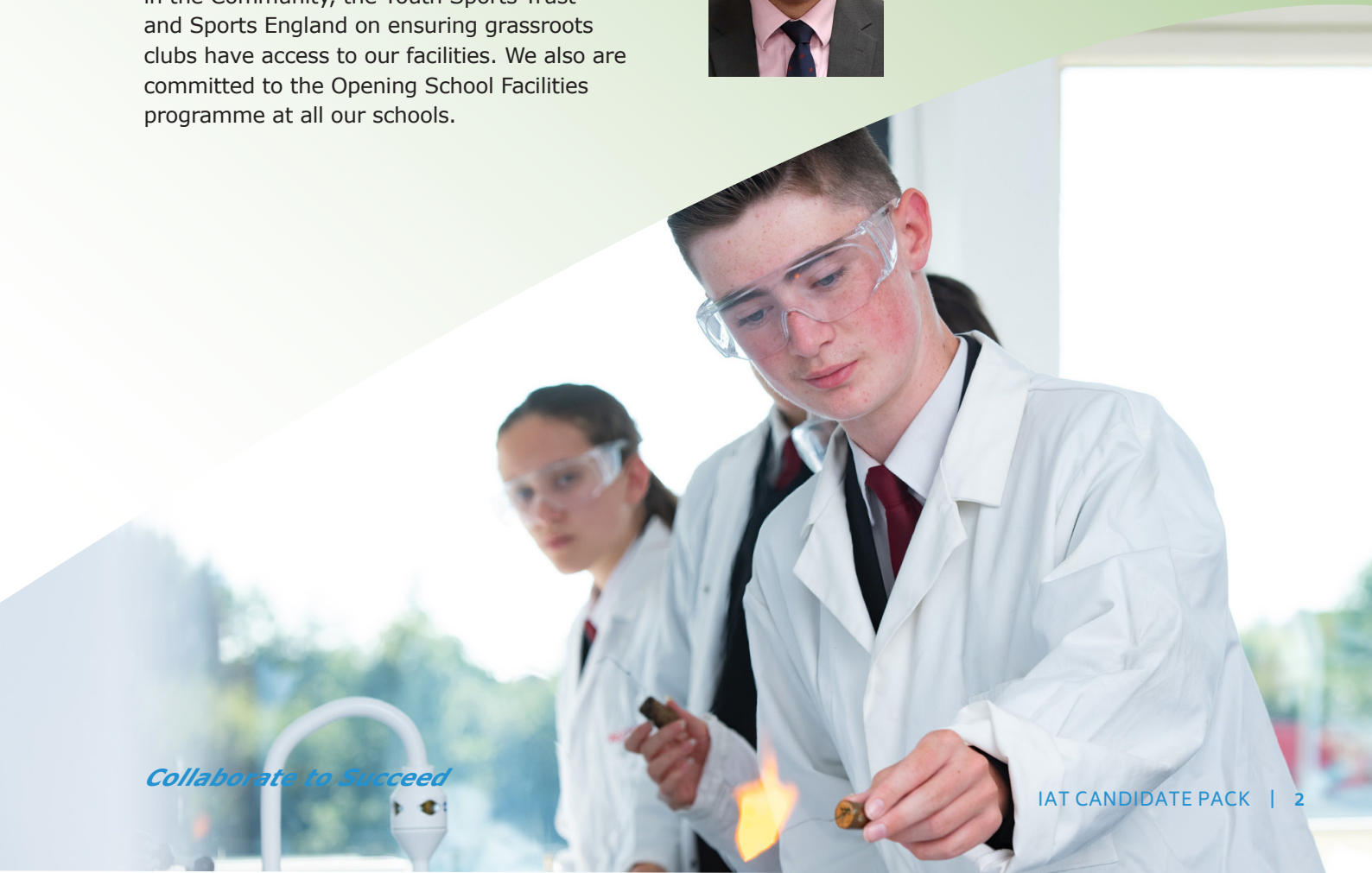
We are focused on delivering educational improvement and our schools, including providing the appropriate technology for staff and students to learn.

We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed to supporting students with SEND across our Trust.

I look forward to receiving your application.

Yours Sincerely,

Garret Fay
Chief Executive Officer



ABOUT IAT

Insignis - "remarkable" in Latin

Established in 2016, Insignis Academy Trust (IAT) has the primary objective of improving education.

IAT believes that all children should receive a fulfilling, aspirational and successful educational experience. As a Multi Academy Trust and an education charity IAT works locally with schools in Buckinghamshire and currently consists of six schools, Ashmead Combined School (ACS), Princes Risborough School (PRS), Sir Henry Floyd Grammar School (SHFGS), Sir William Ramsay School (SWRS), The Kingsbrook School (TKS) and The Mandeville School (TMS). The intention of IAT is to grow and collaborate with other schools and trusts to create a significant enhancement to the education of students locally.

The IAT motto is: Collaborate to Succeed

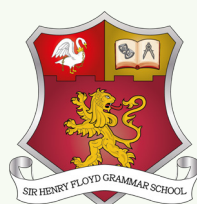
Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.

The Trust is managed by a Board of Trustees who are responsible for strategic direction as outlined in the Strategic Plan and have financial accountability for the use of public funds within our educational remit. A Finance & Audit Committee operates across the Trust and reports directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are accountable for the delivery of the annual School Development Plan and critically review the work of the school, ensuring it is providing high-quality education to students and ensuring that policies and guidelines set clear working parameters including for the safeguarding of students and staff effective recruitment and retention of staff and having consideration for the school's budget.

The LGBs are informed and assisted by key members of each school's Senior Leadership Team, whilst also reserving the right to call on all members of staff to assist them in delivering the school's objectives.

OUR FAMILY OF SCHOOLS



'Support of my colleagues all across the school.'



IAT Vision

- To provide an exceptional educational experience for young people locally

IAT Values

- A collective responsibility for the education of all students within the Trust
- A fully inclusive approach, maximising the attainment and achievement of every student in a nurturing and challenging educational environment
- An ethos of life-long learning and personal development enabling students to gain life skills and a positive approach to well-being alongside academic qualifications

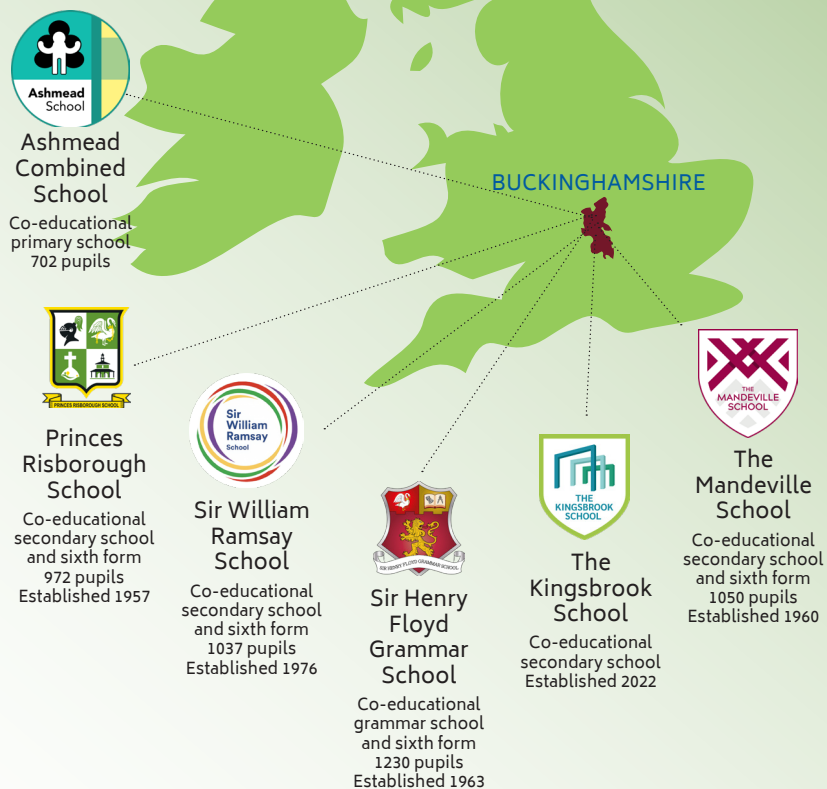
IAT Aims

- To improve the quality of educational experience across all schools within the Trust
- To create governance and shared leadership that is committed to developing young people and strives for outstanding educational progress for all students
- To train, recruit and invest in continuing professional development of quality staff across the Trust
- To utilise best practice across the Trust to drive school improvement
- To grow the number of schools in the Trust sustainably over time
- To maintain a strong commercial skill base at board level and knowledgeable, experienced governors on school local governing bodies

FUTURE GROWTH

Insignis Academy Trust aims to grow as a MAT, however, we are committed to growing in Buckinghamshire. Trustees have approved a Trust Growth Plan that would see us grow to 10 schools. We are committed to growing a Trust of both Primary and Secondary schools across the county.

Our Location





Princes Risborough School

We are looking to appoint a Raising Achievement Officer Sixth Form. This role will suit someone looking to be a part of safeguarding team and completing the necessary DSL qualifications.

The successful applicant will:

- Have the ability to build and maintain constructive and professional relationships with parents, students, staff, governors and external agencies
- Be part of an enthusiastic team and have a flexible approach to working.
- A good general level of education, have excellent communication skills and be flexible, adaptable and resourceful.
- Have good interpersonal skills, capable of interacting well with students, parents and other staff members.
- Have good IT skills with knowledge of Word, Excel and Google

We can offer you

Our school motto is “Aspire and Achieve” and that is what we want for all our students and staff members. We are committed to the highest expectations in everything we do with a relentless focus on dynamic teaching and learning leading to excellent academic outcomes for all students.

We are located in the beautiful Chiltern Hills and offer a rich, positive and supportive learning environment with outstanding continuing professional development and career opportunities. We have an exciting opportunity for a Raising Achievement Officer to join our dedicated team.

We have no age or experience profile in mind.

Insignis Academy Trust operates rigorous ‘safer recruitment’ practices, and the successful candidate will be required to undertake a criminal record check with the Disclosure and Barring Service.

Please note we reserve the right to close this vacancy earlier than the specified deadline if a suitable candidate is found.

The Insignis Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

RAISING ACHIEVEMENT OFFICER SIXTH FORM

Working with students

- To "Aspire & Achieve" and be Positive, Responsible & Successful
- To remove barriers to learning
- Mentoring Coordination & some mentoring of individuals
- UCAS preparation and administration
- Coordination of Buddy/Mentor Programmes
- Administration and support with Careers working with the Careers Coordinator
- Collating and delivering work for students on exclusion or long term illness
- Cover registrations when required
- Accompany students on educational visits if required
- Safeguarding students (training to DSL level)
- Supervision of sixth form study areas and/or detention

Communication/External agencies

- Liaising with Heads of Year on Pastoral Support Plans and student progress
- Liaising with teaching, support and SLT staff as required to meet the needs of students
- Following CAMHs referral advice and building case studies for referral
- Liaising with external agencies such as First Response, MASH, CAMHS, police, social care, family resilience team etc.

Administration

- Lead on Sixth Form attendance, registering, tracking and intervening with poor attendees
- Administration of transition processes, events and materials
- Handbook admin
- Support with Careers, Advice and Guidance across the school
- Support with co-curricular provision
- Admin of student achievements and reward systems and communication
- Create relevant homework timetables in a key stage
- Organise admin and attend parents' consultation evenings as required
- Student voice administration
- Produce parent handbooks
- Trips and visits – organise, run, provide admin support

Tracking and monitoring

- Tracking student behaviour, progress and administering intervention
- Monitoring impact of interventions
- Tracking students on report and report admin including communication to staff and parents

Events

- Organising academic/study skills seminars and workshops for parents and students
- Results days and Sixth Form admissions
- Open Evenings
- Progress Evenings

Undertake any other additional duties commensurate with the grade of the post as directed by the Headteacher.

PERSON SPECIFICATION

All of the competencies outlined below will be evidenced in the application, during the interview and via references.

Knowledge, Experience and Qualification	Essential	Desirable
'A' Levels, NVQ or equivalent Level 3 qualifications.	✓	
Ability to use ICT	✓	
Relevant skills and aptitude	✓	
Ability to support students at all Key stages. KS5	✓	
Ability to work independently	✓	
Good oral communication skills with students and colleagues	✓	
Ability to maintain disciplined study practices	✓	
Ability to earn respect of students and staff quickly	✓	
Ability to apply school sanction and reward systems	✓	
Creative approach to problem solving and conflict resolution	✓	
Good written communication skills	✓	
Understanding of the learning process	✓	
Ability to deal appropriately with challenging students and parents		✓
Demonstrated ability to improve school systems through appropriate channels		✓
Ability and desire to prioritise the safeguarding of children	✓	
Personal Qualities	✓	
Enthusiastic and approachable	✓	
Good interpersonal skills inc. empathy	✓	
Shows initiative and resilience	✓	
Sensitive to the needs and concerns of others	✓	
Hardworking and conscientious	✓	
Flexible approach	✓	
Strong team orientation	✓	
Keen to further professional development and skills	✓	
Willingness to accompany school visits		✓
Willingness and ability to learn new software		✓
Ability to understand and support school vision	✓	

CPD in IAT Schools

Each school within the IAT publishes a whole school CPD calendar. This will reflect IAT and school priorities.

Subject-specific CPD and CPD for pastoral teams will be embedded into meeting schedules, reflecting outcomes of self-evaluation and the needs of each team.

Applications to attend external CPD courses should be made at a school level, following the school's CPD application process. Priority will be given to external CPD that supports Trust, school and departmental priorities and performance management targets. The cost of the CPD course, the cover costs and cover implications will all be taken into account when applications for courses are considered.

Completing National Professional Qualifications (NPQs)

National Professional Qualifications (NPQs) are the most widely recognised qualifications in the education sector for current and aspiring leaders. Accredited by the DfE, NPQs provide training and support for teachers and leaders at all levels. NPQs are informed by the best available research and evidence endorsed by the Education Endowment Foundation.

There are a range of NPQ qualifications available, including:

- **Leading teacher development** – become a teacher educator and support teachers in your school to expand their skills.
- **Leading teaching** – lead the teaching and learning of a subject, year group or phase.
- **Leading behaviour and culture** – create a culture of good behaviour and high expectations where staff and pupils can succeed.

Wellbeing

At Insignis Academy Trust, we prioritize the well-being of our staff and students. We believe that a healthy and happy school environment is essential for fostering a positive learning experience. Our dedicated team works tirelessly to ensure that everyone feels supported and valued, creating a sense of community and belonging.

We understand the importance of mental health and well-being in the workplace. We provide various resources and support systems to help our staff maintain a healthy work-life balance.

By prioritizing well-being across the trust, we aim to create a positive and productive environment where everyone can thrive and reach their full potential.

For more information visit: <https://www.insignis.org.uk/Well-Being/>

- **Leading literacy** – teach and promote literacy across a whole school, year group, key stage or phase
- **Leading primary mathematics** – help your school use mastery approaches and teach maths effectively.
- **Senior leadership** – develop leadership expertise to improve outcomes for teachers and pupils.
- **Headship** – learn how to become an expert school leader and outstanding headteacher.
- **Executive leadership** – develop the expertise to run a multi-school organisation and effectively lead change and improvement.
- **Early years leadership** – manage your staff and organisation to provide high-quality early years education and care.

IAT schools will support teachers and leaders to complete NPQ qualifications, in line with Trust and School priorities, individual goals and upon recommendation by line managers. If any member of staff is interested in completing an NPQ, they should discuss it with their line manager. All applications for NPQs will need to be discussed by SLT and agreed by the Head of School or Headteacher and CEO of IAT.

Astra Teaching School Hub delivers a range of NPQ qualifications. Face-to-face sessions are delivered locally and provide opportunities for networking and collaboration with teachers and leaders from across Buckinghamshire schools and beyond. NPQ courses are delivered by a range of providers. Before registering for an NPQ, teachers and leaders should discuss the choice of provider with their line manager.

Benefits of working with IAT



Teachers' Pension

We formally register all teaching staff to the Teachers' Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: www.teacherspensions.co.uk



LGPS - Support Staff Pension

We formally register all non-teaching staff to the Local Government Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: www.lgpsmember.org



Cycle Scheme

We are a part of the Cycle Scheme, IAT staff are able to use salary sacrifice to purchase a bike or electric bike and accessories up to the value of £3500.00

Visit: www.cyclescheme.co.uk



Tech Scheme

We are a part of TechScheme, in association with Currys. IAT staff are able to use salary sacrifice to purchase items from Currys for their home. Please note that there is a pension impact on this scheme.

Visit: www.techscheme.co.uk



Extras Discount Scheme

We are part of the Extras Discount Scheme which offers IAT staff the opportunity to avail of discounts at a range of high street stores, online retailers and supermarkets.

Visit: <https://www.bhnextrashomeandtech.co.uk/extras>



Education Support

Our Employee Assistance Programme at IAT is provided by Education Support. This provides support for you and your family members covering a range of issues. This includes supporting staff and family members with wellbeing, health queries, bereavement and family issues including separation and divorce.

Visit: <https://www.educationsupport.org.uk/>



Byond

We are a part of Byond, a prepaid debit card that comes packed with built-in discounts at high street stores, online retailers and supermarkets.

Visit: <https://byond.helpscoutdocs.com/article/375-article-title>



Free Tea and Coffee

In conjunction with our catering provider we provide free tea and coffee for staff at our schools.



Tusker

As a Trust we offer staff the opportunity to lease a new electric vehicle from Tuskers. This scheme has an impact on pension.

Visit: <https://tuskercars.com/>



Anytime Fitness

Anytime Fitness will offer a 10% discount for all Insignis staff.

You will need to show your ID Badge in order to obtain your discount. (If you refer a friend then you will get a free month.)

Please call Anytime Fitness in Aylesbury to discuss the benefit before arriving.

Visit: www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/



Nuffield Health

Nuffield Health will offer up to 30% off their memberships, both for monthly rolling contracts and annual contracts. This offer is open to any school employee. You will need to show your ID Badge in order to obtain your discount. Please call Nuffield Health in Aylesbury to discuss the benefit before arriving.

Visit: www.nuffieldhealth.com/gyms/aylesbury



Blue Light Card

Blue Light Card provides those in Education with discounts online and in-store. They offer a range of official discounts from large national retailers to local businesses in a wide range of categories including holidays, cars, days out, fashion, gifts, insurance, phones and much more.

Visit: <https://www.bluelightcard.co.uk/index.php>



Wycombe Lido

Fusion Lifestyle will offer Insignis Staff 10% off their top membership option. You will need to show your ID Badge in order to obtain your discount.

Please call Wycombe Lido in Aylesbury to discuss the benefit before arriving.

Visit: www.fusion-lifestyle.com/centres/wycombe-rye-lido/



Eye Care

All IAT staff can benefit from a reimbursement of their eye tests for up to the value of £25. Simply save your receipt and claim it through expenses, with the finance department.

Specialist Glasses



If you need specialist glasses to carry out your specialist role in school, we may be able to help with the cost of specialist glasses. This may include glasses to support colour blindness, or prescriptive protective glasses. Please contact HR for more information as this is assessed on staff's individual needs.



Well Schools

The Well Schools Community has a vast collection of wellbeing tools and resources that are already being used in Well Schools across England.

Visit: www.well-school.org



FOR MORE INFORMATION

For more information about IAT please visit our website. If you are interested in other roles at the Central Team or at one of our schools, please contact our HR Team via email at: HR@insignis.org.uk



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HOW TO APPLY

Making your application

Please click on the link below for further details on how to apply:

<https://www.insignis.org.uk/Vacancies/>

Contact

If you are interested in discussing the role or would like more information about the role please contact the IAT Recruitment team at recruitment@insignis.org.uk or Telephone 01296 744351.

Visit www.insignis.org.uk for more information about IAT, our Governance and Job Vacancies.



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