

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.

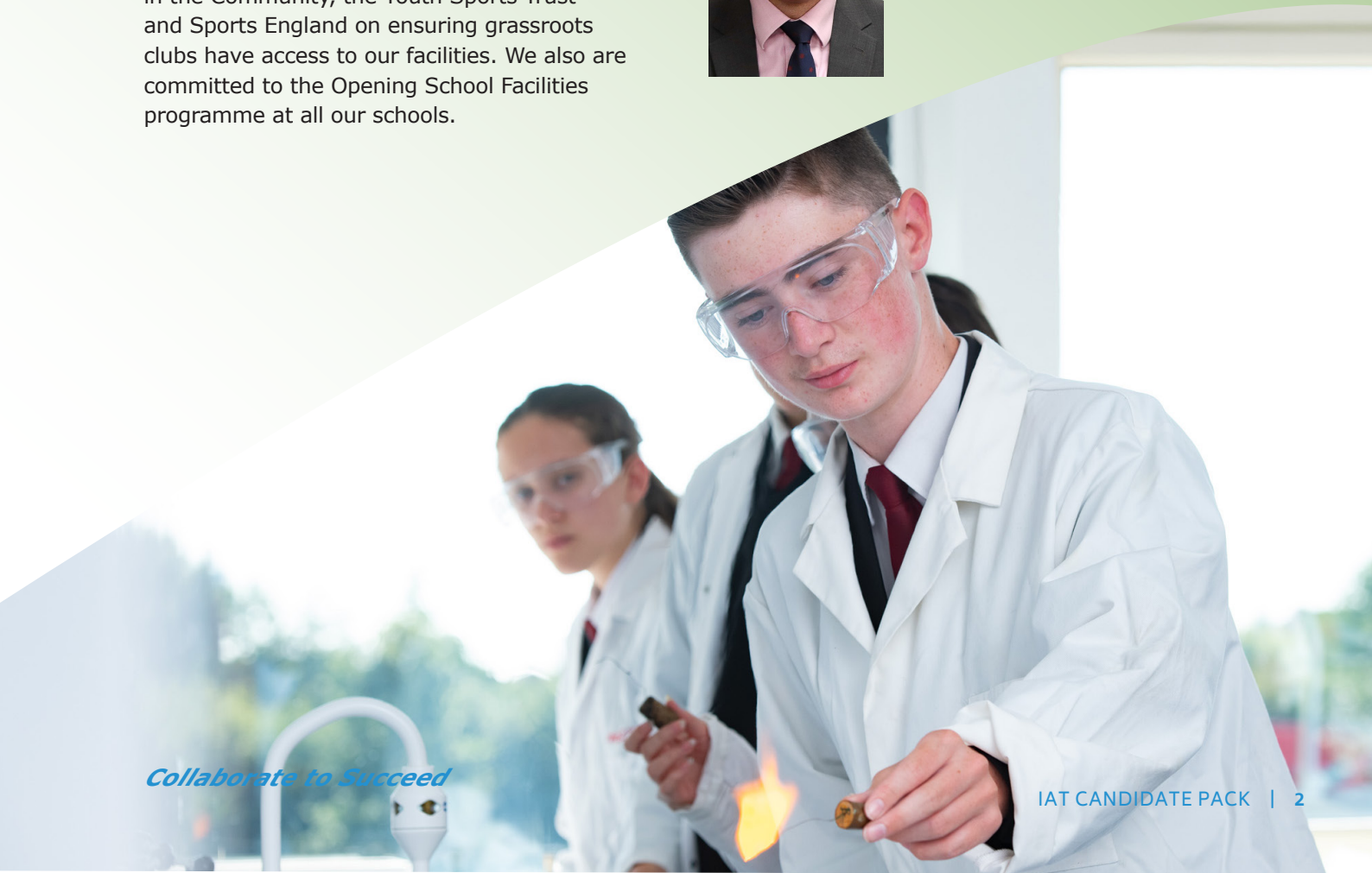
We are focused on delivering educational improvement and our schools, including providing the appropriate technology for staff and students to learn.

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

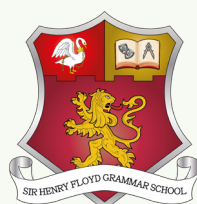
Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.

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

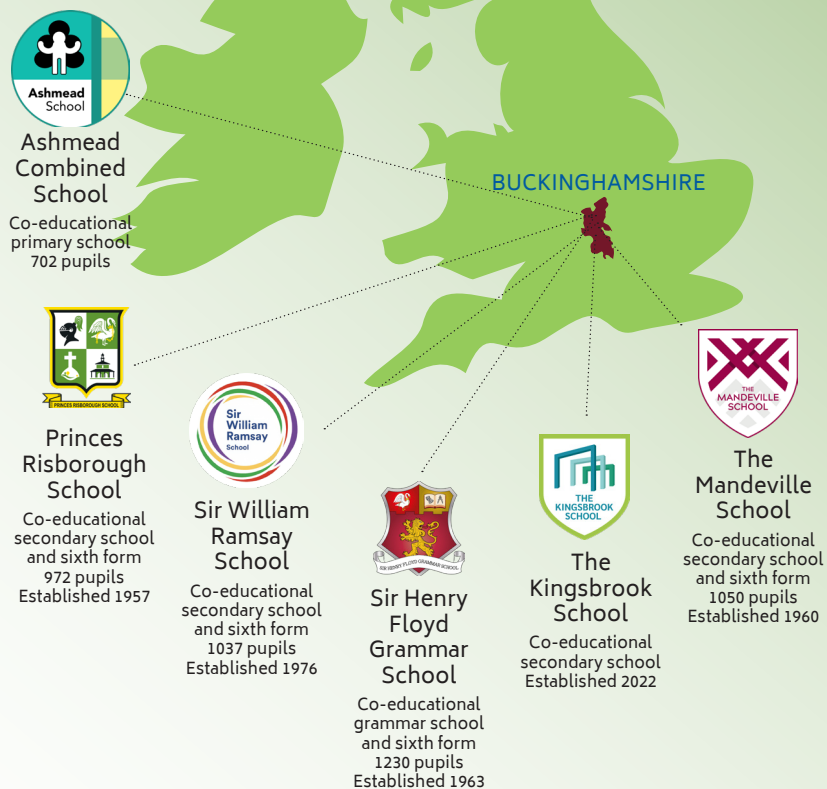
IAT Aims

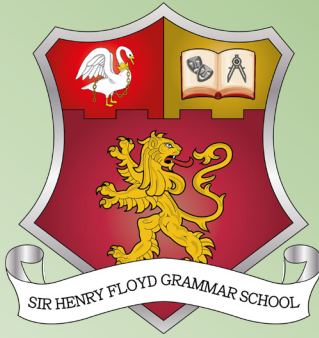
- To improve the quality of educational experience across all schools within the Trust
- To create governance and shared leadership that is committed to developing young people and strives for outstanding educational progress for all students
- To train, recruit and invest in continuing professional 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





Sir Henry Floyd Grammar School

We are an outstanding grammar school, for children of all genders, with outstanding provision for our young people. Our Vision is to pioneer a grammar school education which equips the visionaries of tomorrow.

This is an exciting opportunity to join our Business and Economics team. Historically, this was led by the Faculty Lead for Social Sciences and there has recently been a restructure to increase leadership capacity in the area. Business and Economics now have a dedicated, experienced subject leader who is supported by an SLT link.

This role includes teaching Key Stage 5 Business Studies and may include being the teacher link for Young Enterprise or other enrichment opportunities.

The department has a vision that extends beyond the teaching of KS5 and the subject lead has appointed student ambassadors to lead on initiatives for younger years. The careers lead in the school is also experienced and supports with enrichment, talks and fairs that are relevant to the subject; we aim to celebrate the domain of Business Studies, not just the syllabus.

We are looking for a passionate teacher of Business to motivate and inspire our young people and who is keen to collaborate to succeed.

We can offer you:

- an outstanding school full of students who are committed to learning
- a welcoming team committed to staff well-being and professional development
- a vibrant community in which staff and students thrive through a commitment to academic study, a passion for creative arts, a drive for sporting endeavour and a devotion to championing personal development

We would like you to:

- fully commit to our Vision, Mission and Values (see above and below)
- fully commit to the safeguarding of all students and to inclusion
- have high expectations of yourself, and our students
- be committed to improving the life chances of young people from diverse backgrounds
- be willing to commit to life beyond the academic curriculum

We encourage applications from those candidates with 'protected characteristics' as set out in the Equalities Act 2010. We are committed to developing a workforce that is representative of the communities in which we work.

The Trust operates rigorous 'safer recruitment' practices, and the successful candidates will be required to undertake a criminal record check with the Disclosure and Barring Service.

Please click on the link for further details, including application forms, job descriptions and person specifications as applicable: <https://www.insignis.org.uk/Vacancies-/>

For further information on the context, mission and values of SHFGS, please click on the link 'Learn more about this school'.

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

JOB DESCRIPTION

Teacher of Business

Main responsibility

Teaching well-prepared, engaging lessons throughout the school, and acting as tutor to a group of students.

Teaching and Learning

- Teach at times and in places designated by the school timetable.
- Teach students using a range of methods and active learning approaches in line with the school's Teaching and Learning Handbook in order to ensure that lessons are stimulating, have pace and challenge, take account of recognised good practice and include appropriate differentiation.
- Be responsible for the learning and progress of each student taught and be accountable to the Subject Leader for the progress that all students make.
- Set homework for each class taught at the times detailed in the published homework timetable for each Year Group.
- Assess the standards of students' achievements through classwork, verbal contributions and the regular setting of homework: where appropriate record these assessments on the school database.
- Write reports on students and contribute to references in line with the school's Assessment policy.

Communication

- Liaise with the appropriate person (Subject Leader, Form Teacher, Year Leader, SENCO etc.) when a student's academic achievement or behaviour becomes a cause for concern. In the latter case following the agreed procedures given in the school's Behaviour Policy.
- Respond to requests for information (for example, updates on behaviour or academic progress) about particular students, as necessary.
- Work with Associate Teachers, Learning Support Assistants and Technicians as necessary to ensure that all students have the best possible opportunity to learn.
- Attend Parents' Consultation Evenings and other meetings set out in the directed time calendar.
- Maintain an accurate register of students in lessons and form tutor times.
- Pass on appropriate information to students from the Student Bulletin and other sources

Tutoring

- Monitor the overall academic progress of each student in the tutor group.
- Ensure that students are aware of and follow the school's Behaviour Policy, Code of Conduct and Rights for Learning and that students are aware of the behaviour expectations, rewards and sanctions.
- Monitor, regularly, that uniform requirements and standards of students' personal appearance are adhered to, taking appropriate action when necessary.
- Check, regularly, the use of student planners and promote strategies for good personal organisation and homework completion. Receive and initial student absence letters, indicating that the absence should be authorised and then passing these on to reception via the register.
- Be the first point of contact for parents and teachers for matters relating to members of the tutor group.

- Contribute to conducting individual student interviews on review days.
- Attend assemblies as requested (unless a written request has been made to and approved by the Headteacher), escorting and managing the orderly behaviour of students on their way to and during assembly.
- Carry out the duties of a form tutor as laid out in the Staff Handbook.

General duties

- Take part in the school's performance management process.
- To ensure that principles of equality are followed at all times in relationships with staff and students
- To carry out supervisory duties before and after school and at break-time in accordance with the published rota.
- Adhere to all school policies and procedures
- Work towards meeting the school aims and ambitions as set out in the Strategic plan, School Development Plan and Department Development Plan.
- Undertake any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the Schoolteacher's Pay and Conditions document.
- Play an active role in the school's self evaluation process.
- Work within the school's Health and Safety policy and safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.

PERSON SPECIFICATION

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

Qualifications, knowledge and experience	Essential	Desirable
Degree in appropriate subject area	✓	
DCFS recognised teaching qualification	✓	
Excellent knowledge of subject and the way that students learn it	✓	
Evidence of continuing professional development		✓
Knowledge and ability in the use of ICT in teaching to enhance learning of students.		✓
Clear rationale for the value of their subject within education and the wider community		✓
Experience of teaching at Key Stage 3, 4 and 5		✓
Skills and capabilities		
To teach at KS3, KS4 and KS5	✓	
To enthuse students by teaching imaginatively, employing a variety of teaching styles	✓	
To create a positive, inclusive learning environment	✓	
To differentiate teaching so that the learning of all students is addressed	✓	
To plan lessons in such a way that all students in the class learn effectively.	✓	
To manage the behaviour of students effectively	✓	
	✓	
Personal qualities	✓	
Enthusiastic and approachable	✓	
Willingness to contribute to extra curricular work		✓
Good interpersonal skills with students and colleagues	✓	
Ability to remain calm under pressure		✓
Ability to prioritise and manage time		✓
High expectations of students and their behaviour	✓	
Hardworking and conscientious	✓	
Hardworking and conscientious	✓	

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://tuskecars.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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www.insignis.org.uk

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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