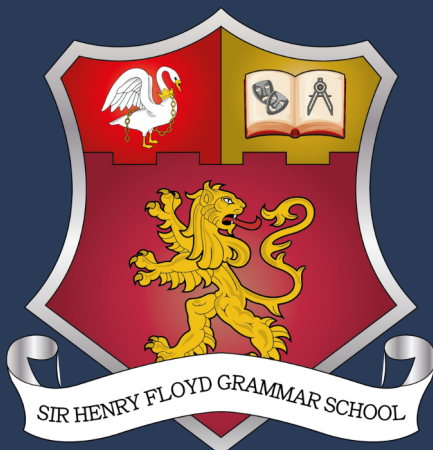




**Insignis**  
Academy Trust

# CANDIDATE PACK



# 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 in 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*



*Collaborate to Succeed*





## ***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. The Trust has a number of committees, which operate across the Trust and report directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are committees of the Trust Board and work with the school leadership to support, challenge and improve pupil progress, academic outcomes, attendance, behaviour, safeguarding, and personal and social development of our students. Our LGBs also act as a key link for stakeholder engagement within our schools. They monitor the work of the school, ensuring it is providing high-quality education to students, and ensure that policies and guidelines set clear working parameters, including for the safeguarding of students.

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.

**'Support of my colleagues  
all across the school.'**



## IAT Vision

- To provide an exceptional educational experience for young people

## IAT Values

- A collective responsibility for the education and personal development of all students within the Trust.
- A fully inclusive approach, maximising the potential 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 academic qualifications.
- A culture of well-being and safeguarding to support staff and students to be 'remarkable'.

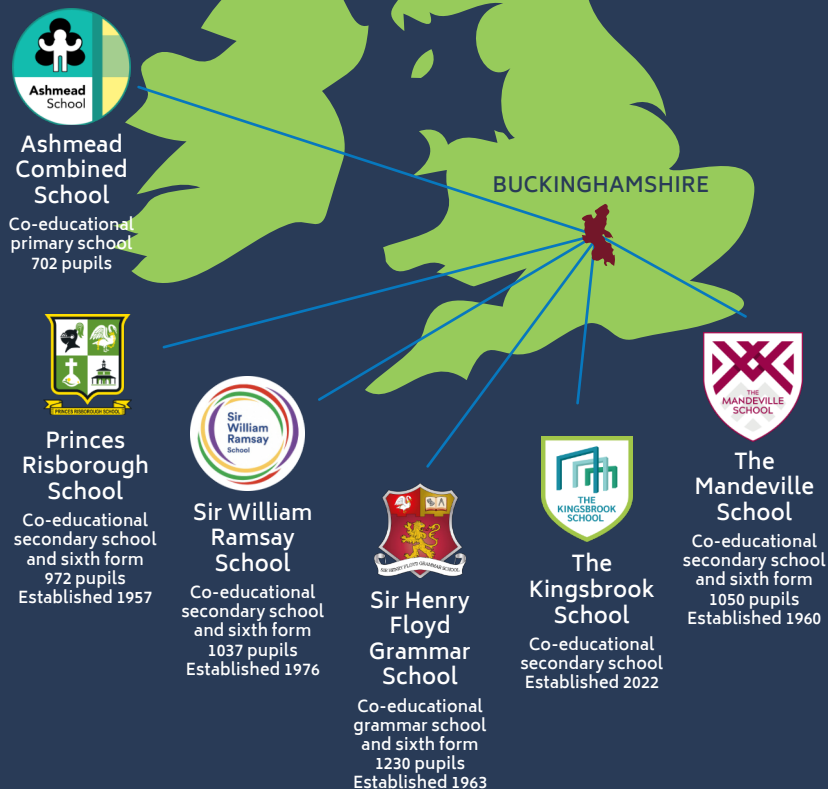
## IAT Aims

- To strive for continuous improvement to enhance students' educational experiences.
- To develop collaborative approaches that enable our community to achieve remarkable outcomes.
- To be an exceptional educational employer.
- To drive school improvement at all our schools.
- To grow our Trust in a sustainable manner.
- To maintain strong and local governance across the Trust.

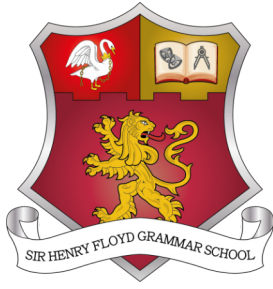
## FUTURE GROWTH

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



***Collaborate to Succeed***



# Sir Henry Floyd Grammar School

We are an outstanding co-educational grammar school 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 for an effective to join us on our journey to provide a learning environment in which students can thrive, unleash their creativity and to excel beyond the school gates. Our school has an undeniable sense of community, and we are immensely proud of the conduct and attitude of our students.

## **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

For any enquiries relating to the position please contact the Trust's Human Resources Team, either by email [recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or by telephone 01296 744351, who will be happy to help.

Insignis Academy Trust operates rigorous 'safer recruitment' practices, and the successful candidates will be required to undertake the completion of satisfactory checks including an enhanced DBS check, satisfactory references, medical report, confirmation of qualifications, documentation to prove Right to Work in the UK and a prohibition from teaching check.

We encourage and value candidates who have varied lived experiences and inclusive mindsets, either due to their engagements in the world or due to their protected characteristics (as set out in the Equalities Act 2010). We are committed to continued development of a community that is representative of the environment in which we work and in nurturing an equitable society.

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 expects staff and volunteers to share this commitment.*



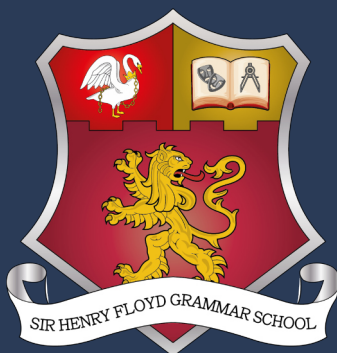
# The Grammar School of Today

**Sir Henry Floyd Grammar School**  
**Oxford Road**  
**Aylesbury**  
**HP21 8PE**

[www.sirhenryfloyd.co.uk](http://www.sirhenryfloyd.co.uk)

**01296 424781**

[office@sirhenryfloyd.co.uk](mailto:office@sirhenryfloyd.co.uk)



# Sir Henry Floyd Grammar School

## **JOB DESCRIPTION**

# **Senior Performing Arts Technician**

At IAT we are committed to ensuring our Performing Arts Technicians are suitably qualified and have the experience of working in school environments. This is essential as we seek to enable our post holders to be excellent practitioners in their field. This will in turn support teachers to be better prepared in the classroom and as a result, students get better teaching and learning experiences. To enable this, we believe there is a benefit to having a Senior Performing Arts Technician Role across the Trust to ensure junior staff and new entrants to the role are fully supported. The Senior Performing Arts Technician is school based but has a defined cross Trust role to support Performing Arts departments across the Trust and in particular the Heads of Performing Arts subjects across our school to provide the best education for our students.

### **The main role of this post holder**

Insignis Academy Trust (IAT) requires its Senior Performing Arts Technician to be a positive role model to key non-teaching support staff who provide the technical support at their school and across the Trust, enabling teachers to deliver quality first teaching and also provides appropriate guidance, training and support for existing and new entrants to the role. This will also include training student teams in relation to sound, lighting, stage management or set design. For this reason, this member of staff must be very comfortable working with students as well as staff.

We are looking to appoint a highly experienced and talented specialist to support the Trust, to ensure the quality of education and production is good or better across the performing arts subjects in our schools.

This is a post that is applicable to an experienced Performing Art Technician who also has significant line management experience. They must be committed to working collaboratively with colleagues and Performing Arts departments across the Trust and with external professional bodies. The Senior Performing Arts Technician must also meet ambitious but attainable goals. In this role, the Senior Performing Arts Technician, will be highly secure and confident in Health and Safety measures, supporting the Trust to ensure that the Performing Arts Department is Health and Safety compliant including carrying out risk assessments, undertaking relevant training, however, this list is not exhausted. At the heart of their work, the Senior Performing Arts Technician will ensure that they support the delivery of the curriculum and ensure all students have access to the best Performing Arts education experience.

This role also requires a post holder who has excellent interpersonal skills and is passionate about developing their abilities through CPD.

### **General Duties**

The Senior Performing Arts Technician is responsible for leading the delivery of technical support to Performing Arts Teachers in an educational setting. Their main role is the deployment of technical support across the Arts in their home school

and the support of technician teams, in other schools, to ensure the smooth operation of Performing Arts events and performances both in school at external venues or in other Trust schools. In working with students who volunteer to support the technical elements of the Performing Arts and with teachers in the Performing Arts, the Senior Performing Arts Technician will lead practical training sessions. They will also be responsible for ensuring that all necessary Health and Safety Strategies and written risk assessments are in place for all staff including themselves across the Department.

For the Purpose of this role the Performing Arts are recognised as (but not limited to):

**Dance**  
**Drama**  
**Music**

In addition, the Senior Performing Arts Technician may also support in other areas such as Art and Design events, technical support in Film and Media Studies and technical elements of video analysis in PE. They will also support the Senior Leadership Team in relation to whole school events and assemblies.

These are some common tasks and responsibilities associated with the Senior Performing Arts Technician role.

### **Maintain, upgrade and have technical oversight of all AV (audio visual) equipment**

1. Equipment maintenance: Maintain, upgrade and have technical oversight of all audio visual equipment within the Performing Arts faculty, ensuring the departmental equipment is maintained, calibrated and PAT tested; Ensuring that teachers have technical equipment and instruments which are fully functioning. This includes organisation of and preparing and setting up equipment for performances and events and conducting (or contracting) routine maintenance activities.
2. Performance Assistance: Working with subject leaders (or SLT) to develop and deliver a production schedule for productions, performances and events by scheduling and monitoring the preparation and organisation of materials, staging, lighting sound and props. This may also include the management of leased equipment or the purchase of materials.
3. Safety protocols: The Senior Performing Arts Technician reinforces and trains others in relation to safety protocols and guidelines in relation to the equipment and materials they use in pre-production and production, ensuring that all activities are conducted in a safe and compliant manner. They are responsible for ensuring the training required for proper use of technical equipment and tools, including lights and sound equipment.
4. Senior Performing Arts Technicians at IAT will have had training in line with the materials, equipment and tools they are required to use. This includes licences to operate cherry pickers or other working at height licences. If licences have not been achieved, the Senior Performing Arts Technician oversees ensuring a

responsibly trained person is contracted to do that work.

5. Inventory management: The Senior Performing Arts Technician manages stage production equipment supplies and inventory, keeping track of stock levels, ensuring the ordering of necessary items, and maintaining records of equipment and consumables, within the expectations of the IAT Financial Handbook and Budget Book (September 2023).
6. Documentation: Senior Performing Arts Technicians ensure the appropriate documentation of licences, certificates and manuals of Performing Arts and AV equipment. They may also complete or assist in the preparation of reports and presentations. This is a key role in the event of an accident due to the use of equipment in the area.
7. Training and support: The Senior Performing Arts Technician is responsible for the provision of training and guidance to Trainee Performing Arts Technicians, students and teachers on equipment usage, and safety procedures.
8. Quality control: Senior Performing Arts Technicians must lead the quality control and assurance processes, ensuring adherence to established standards and protocols in line with Risk Assessments and other guidance (e.g. working at heights)
9. Collaborative work: They collaborate with teachers, and other staff members, to support production preparation, events, assemblies, classroom demonstrations, and educational activities.

## **Leadership and Management**

The Senior Performing Arts Technician is the Team Leader for junior Performing Arts Technicians, who may be at different levels, at their school or at another Trust School.

The Senior Performing Arts Technician is also responsible for:

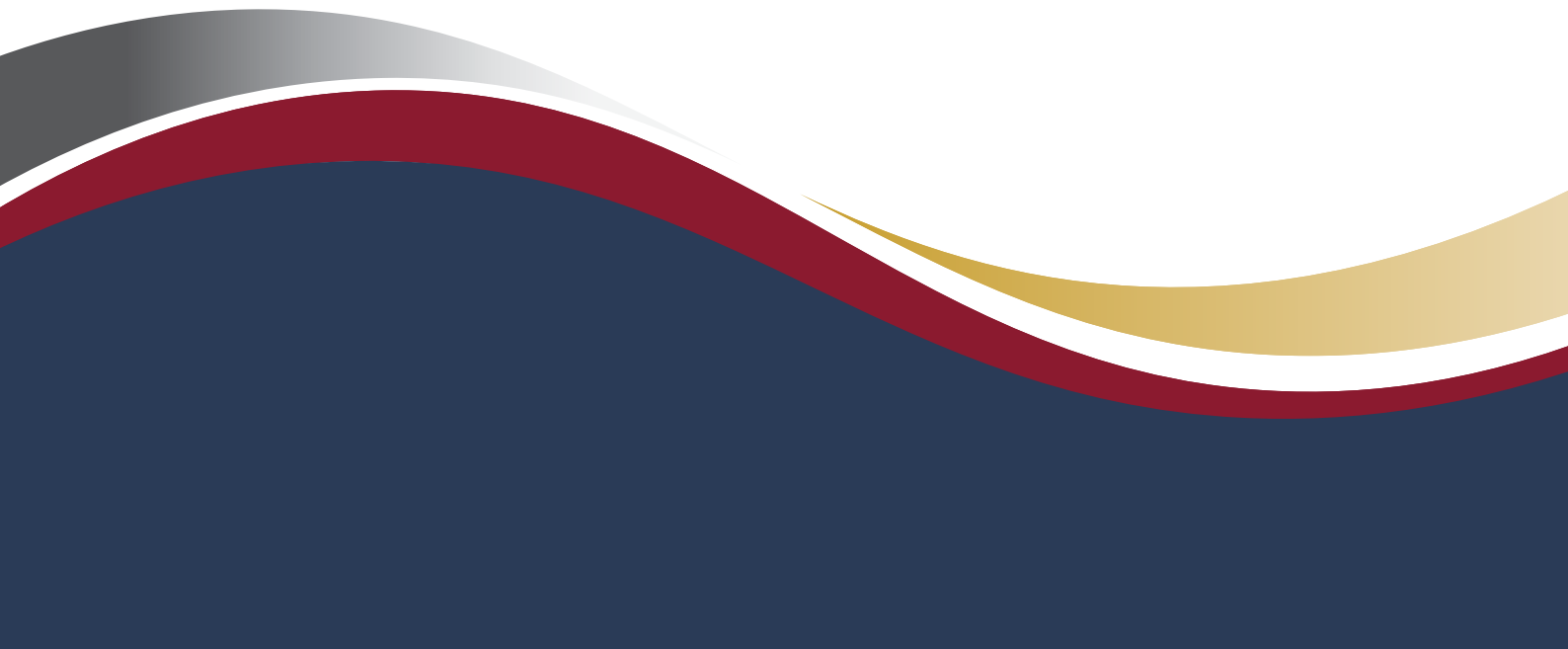
- Liaison with the Head of Performing Arts in the preparation for the ordering of equipment and to always ensure best value of public funds.
- Ensure that all Performing Arts Technicians and other Performing Arts Staff are trained to forward plan to ensure that projects are delivered in appropriate time scales.
- Leadership of the Performing Arts Teaching & Technician team in their Health and Safety Training.
- To liaise with the Site Manager regarding Performing Arts equipment Maintenance, Upgrades and Risk Assessments (including development of a Risk Assessment Schedule on iAm Compliant in association with the school's Site Manager)
- To work with the academic Performing Arts team to ensure teachers are appropriately supported with their requisition needs, in line with the department budget. This includes the management and resolution of issues linked to unreasonable requests or timelines from teaching staff.
- To lead the induction of all new staff within the department from ranges 1-4 at their school and or support other Trust schools if required.
- If appropriate, The Senior Performing Arts Technician is responsible for the Performance Management of the Performing Arts Technician Team, in line with the Trust Appraisal Policy and in association with the HR Department.

## **Tasks Required to be undertaken by Performing Arts Technicians**

This Job Description has been purposely designed not to be a list of tasks to be undertaken by the Performing Arts Technicians. It is not envisaged that at Range 3 – 4 there would be a significant difference in ability to carry out most tasks required in the role.

It is recognised that the additional duties of the role at Ranges 3-4 will be different, based on levels of responsibility, supervision, training and management.

It is the Senior Performing Arts Technicians role to define the key aspects of tasks that need to be undertaken by suitably qualified colleagues on a daily, weekly, monthly, termly, or annual basis.



# Person Specification

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

Quals, knowledge, experience	Essential	Desirable
GCSE Grade C or above in English, Maths and Science (or equivalent grading)	✓	
Level 5 or 6 Qualifications in either Set Design/stage Lighting/Theatre Production		✓
Performing Arts Production Knowledge: Strong understanding of the principles and concepts relevant to the lighting and sound	✓	
Preproduction and Production Skills: Proficiency in performing arts production techniques, such as conducting setting up lighting rigs, using sound and AV equipment and following safety protocols.		✓
Set design and construction: Ability to support PA staff in the design and construction of set for productions		✓
Analytical Skills: Ability to analyse and interpret problem solve accurately, using appropriate methods and software.	✓	
Technical Competence: Experience with Sound, Lighting and associated software, including knowledge of troubleshooting, maintenance, and production procedures.	✓	
Organisation and Time Management: Effective organisational skills to manage multiple tasks, prioritise workloads, and meet deadlines. Attention to detail is crucial for recording and documenting experimental procedures and results accurately.	✓	
Communication: Strong verbal and written communication skills.	✓	
Teamwork: Ability to collaborate effectively within a team, supporting other staff and technicians, and contributing to a positive working environment.	✓	
Problem-Solving: Aptitude for identifying and solving problems that may arise during technical preparation or events. Flexibility and adaptability in responding to unexpected situations	✓	
Health and Safety Awareness: Comprehensive understanding of health and safety regulations and protocols within a Performing Arts setting. Adherence to proper safety procedures and protocols to ensure a safe working environment for all.	✓	
Clear understanding of Health and Safety in a Performing Arts environment including recent professional training in relation to equipment and working at heights.	✓	
A proven track record of successful leadership of other staff in a Performing Arts environment.	✓	
If appropriate, experience of managing the successful Performance Management of other staff, including those on probation, support plans or capability.	✓	
Experience of managing a budget and successfully managing public funds and in particular managing the expectations of more senior staff in relation to available finance or budgets.	✓	

# Benefits of working with IAT

## 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/](http://www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/)

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## 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>

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## 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>

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## 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](http://www.cyclescheme.co.uk)

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## 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/>

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## 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>

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## 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.

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## Free Tea and Coffee

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

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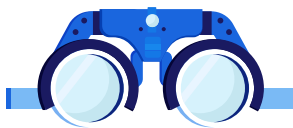
## Nuffield Health

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](http://www.nuffieldhealth.com/gyms/aylesbury)

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## 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.

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## 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](http://www.lgpsmember.org)

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## 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](http://www.teacherspensions.co.uk)

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## 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](http://www.techscheme.co.uk)

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## 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](http://www.well-school.org)

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## 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/](http://www.fusion-lifestyle.com/centres/wycombe-rye-lido/)

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# 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.





## 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](mailto:recruitment@insignis.org.uk) or

Telephone: 01296 744351.



**Insignis**  
Academy Trust

## 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](mailto:HR@insignis.org.uk)

**[www.insignis.org.uk](http://www.insignis.org.uk)**

 [@InsignisAcademyTrust](https://www.facebook.com/InsignisAcademyTrust)

 [@Insignisacademy](https://www.instagram.com/Insignisacademy)

 [@InsignisAcademyTrust](https://www.linkedin.com/company/InsignisAcademyTrust)

 [@insignis.academy](https://www.tiktok.com/@insignis.academy)

 [@InsignisAcademyTrust](https://www.youtube.com/InsignisAcademyTrust)