



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 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.





The Kingsbrook School

Are you ambitious, forward thinking, resilient and driven by a desire to enable all children to succeed? If you are then our deputy headteacher position may be exactly what you are looking for!

At Insignis Academy Trust we are looking for a Deputy Headteacher for The Kingsbrook School. This is an exciting opportunity to join this rapidly growing, inclusive new school in Aylesbury.

Opened in September 2022 to 180 year 7 students, the school will grow by each year of entry until full in 2027-28. Located at the heart of the Kingsbrook Estate in Aylesbury, the school boasts state of the art facilities across the mainstream school and a purpose-built Inclusion Unit for children with additional Social, Emotional and Mental Health (SEMH) needs. The successful candidate will have a unique opportunity to establish, lead and drive culture and practice in the Inclusion Unit as the school continues to develop, as a key part of our energetic and passionate team.

We can offer you

- an inclusive school culture
- a school full of students who are keen to learn
- a strong commitment to your own professional development.
- the chance to be pivotal in the founding culture of the school and it's journey to
- provide outstanding education to all children in the local community

We would like you

- to be an outstanding teacher
- to be a strong and sensitive leader who others follow
- have successful senior leadership experience working in a secondary school environment and show a keen knowledge of the curriculum intent and implementation
- to have high expectations of yourself and our students
- to be a team player willing to contribute to all aspects of school life.
- to have made a significant impact in your current role
- be able to deputise for the Headteacher in any aspect of her work
- be a strong presence around the school and must be a clear strategic thinker, whilst at the same having the attention to detail and operational oversight that makes sure that routines and communication are effective

A strong candidate will be confident in leading any aspect of school life. The specific duties of the post will be negotiated with the successful candidate.

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.

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 and documentation to prove Right to Work in the UK.

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

JOB DESCRIPTION

Deputy Headteacher

Designation of Post within School Structure

Headteacher

Deputy Headteacher

This job description identifies the responsibilities attached to this post. It is subject to the limits of the School Teachers Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

The Kingsbrook School requires a deputy head teacher for The Kingsbrook School. This new school, established in September 2022, boasts state of the art facilities across the mainstream school and a purpose built Inclusion Unit for children with additional Social, Emotional and Mental Health (SEMH) needs.

Purpose of the Role

Working with the Headteacher, the Academy Trust Board and the Governing Body:

- Actively contribute to the strategic development of the Academy.
- Striving at all times to raise standards across all measures.
- Play an integral role in the life of the Academy community, being visible, available and consistent at all times.
- Liaising with all members of the stakeholder community including students, parents, staff, governors and the Academy Trust Board, the LA representatives and all other external agencies when required.

Key Accountabilities:

- To support the Headteacher and to deputise in all areas in his absence.
- To be responsible for leading, developing and raising standards across the curriculum in line with SDP.
- To line manage Assistant Headteachers, providing performance management, coaching, guidance, challenge and support.
- To line manage the core departments of English, maths and science, directly influencing the attainment of academic targets.
- To monitor and intervene as appropriate across the Academy to ensure the achievement of academic targets.
- To play an active role in ensuring that the Academy's ethos and vision are embedded throughout the stakeholder community.
- To take an active part in ensuring students uphold required standards of attendance, behaviour and uniform compliance.
- To work alongside the Business Manager to ensure value for money across the Academy.
- To act as advisor and contributor to the Academy Trust Board and the Governing Body, including its committees.

Main Duties:

- Support the Headteacher at all times in the day-to-day running and the strategic development of the Academy.
- Take a leading role in the improvement of standards across the Academy, maintaining a strategic lead on all objectives outlined in the SDP.
- Through line management of Assistant Heads and core HODs closely monitor and evaluate progress in all measures. Provide guidance and support as necessary to ensure thorough evaluation and appropriate actions for the achievement of targets.
- Be active in the development of, and expert in scrutinising, management information systems to support students, departments and the Academy as a whole, including ongoing monitoring and informed guidance on appropriate interventions.
- Assist in the development and implementation of Academy Policies and Procedures.
- Embody the Academy's ethos, motivating staff and students by example.
- Encourage and exemplify teamwork and integrity at all times.
- Undertake a teaching load of up to 5 periods per week, where possible in the specialist qualified areas.
- Undertake 'duty' team leader role as required.

Leadership:

- Establish good relationships and encourage good working practices.
- Support, motivate and direct support staff in lessons.
- Lead by example at all times, acting as a role model for the character virtues we expect to see in our students.
- Liaise with support staff, outside agencies and parent/carers.
- Contribute to the induction, supervision and support of staff during their induction periods.

Other Duties and Responsibilities:

Attend Academy Trust Board, Full Governing Body and Governing Body Committee meetings as required, including deputising for the Headteacher when necessary. Attend after school staff and parent meetings as and when required. Maintain personal and professional development, continually improving standards. Provide a welcoming and courteous environment for all visitors and callers to the Academy.

Notes

Every effort has been made to detail the responsibilities and duties of this role, but each individual task may not be specifically mentioned.

All TKS employees will be expected to comply with reasonable requests to undertake work of a similar nature not specified above.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.

This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process.

PERSON SPECIFICATION

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

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Qualified Teacher Status | ✓ | |
| Evidence of commitment to personal leadership development, and a record of recent continuing professional development | ✓ | |
| Experience | | |
| A proven track record of recent, highly successful, whole school senior leadership experience | ✓ | |
| Recent experience of post 16 education | | ✓ |
| Strong academic and intellectual credentials to command the respect of staff, students, parents and the wider school community | ✓ | |
| Demonstrable experience of leading and managing staff, including building effective teams, delegating effectively and building capacity in staff | ✓ | |
| Evidence of leading and implementing change | ✓ | |
| Clear evidence of a significant positive personal contribution to a school in the pursuit of new thinking on teaching and learning, excellence or change | ✓ | |
| Evidence of a high level of involvement in school activity inside and outside the classroom | ✓ | |
| Evidence of a readiness to embrace genuine collaboration with other institutions | ✓ | |
| Experience of performance managing staff and monitoring and evaluating aspects of teaching and learning | ✓ | |
| | | |
| Skills and Knowledge | | |
| Strong strategic abilities coupled with a proven ability to translate these into clear, coherent plans | ✓ | |
| Sound knowledge and understanding of the wider educational agenda, including current national policies, educational issues and possible changes | ✓ | |
| Evidence of personal contribution to the improvement of academic attainment | ✓ | |
| First-class communication and interpersonal skills with high levels of emotional intelligence, resilience and self-awareness | ✓ | |
| Visionary leadership skills with the ability to win the hearts and minds of colleagues, motivating and empowering all staff to deliver an exciting and compelling vision for The Kingsbrook School | | ✓ |
| Evidence of bringing about improvement by holding others to account | ✓ | |

PERSON SPECIFICATION

| Leadership style and Personal Attributes | | |
|---|---|--|
| Able to operate effectively as a high-profile and visible role model, setting high standards, encourage excellence, and winning the trust, confidence and respect of the whole school community | ✓ | |
| High levels of personal integrity and an open, transparent leadership style which is informed by a deeply-held set of personal values | ✓ | |
| Strong interpersonal skills and self-awareness | ✓ | |
| Proven track record of managing work pressure well showing both resilience and tenacity | ✓ | |
| A deep commitment to the values and ethos of The Kingsbrook School, and respect for its history | ✓ | |

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.

- **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.

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/>

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



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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