

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.





The Mandeville School

Are you a highly motivated person who is passionate about teaching young minds? Are you committed to helping our students to achieve their full potential through high quality supervision of classes? Do you want to join us on our journey to becoming an outstanding school? If so, this could be the job for you.

The position

We're looking to appoint a Cover Assistant who will strive to help every child succeed. You would be responsible for providing lesson supervision in an education setting and ensure effective learning takes place. You will have excellent communication and time management skills and a good knowledge of secondary education. As we work tirelessly to improve you will actively get involved with our ongoing efforts to become an outstanding school.

The school

With around 1,000 students on roll and an over-subscribed Year 7 intake, we're a popular school in the heart of Buckinghamshire. We're fortunate to be based in a diverse, supportive and ever-changing community in Aylesbury and our students are respectful, hardworking and eager to succeed, borne out by our high attendance figures.

We're an ambitious school and have embarked on an exciting journey of improvement where we are progressing rapidly through the hard work of our enthusiastic, loyal and committed staff. Our sharp focus on teaching and learning means we're relentlessly striving to become better and better as a school.

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.

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

The Mandeville School as part of 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

Cover Assistant

At IAT we are committed to ensuring our Cover Assistants are suitably qualified and have the experience of working in school environments. This is essential as we seek to enable our postholders to be excellent practitioners in their field and to give them the opportunities to train to be teachers in the future. This in turn supports students in the continuity of their learning and as a result, students get better teaching and learning experiences.

The main role of this post holder

Insignis Academy Trust (IAT) requires its Cover Assistant to be positive role models and key non-teaching support staff who provide the educational and administrative support that enables our schools to deliver quality continuity of learning when teachers are absent or unavailable.

We are looking to appoint talented individuals to support us to ensure the quality of education is good or better in our schools. New Cover Assistants will work alongside our hard working and dedicated team in their role. This is a post that is applicable to both experienced and aspiring Cover Assistants, who are committed to working collaboratively with colleagues. You will think about the content and success criteria required to support the curriculum and as required to enable access to the curriculum.

This role also requires a post holder who has experience of working with children, excellent interpersonal skills and is passionate about developing their abilities through CPD. This role is also a key stepping stone to the role of Teacher in the future.

General Duties

A Cover Assistant is responsible for providing lesson supervision in an educational setting. Their main role is to ensure the smooth management of a classroom environment using the resources provided by the absent teacher/Head of Department.

Cover Assistants are not teachers. Cover Assistants must not create work for lessons nor should they teach the material provided. Cover Assistants role is to facilitate the access to the materials they are given.

If materials that are provided for Cover lessons are not suitable, Cover Assistants must report this to the Cover Manager.

Cover Assistants are not RAOs and are not Deputy DSL trained. They should not engage in pastoral duties except the administrative work as directed by Heads of Year.

Cover Assistants should not directly contact parents or identify themselves as a Trusted Adult to a child.

Here are some common tasks and responsibilities associated with a Cover Assistant job at both range 3 and 4.

To cover lessons and support a linked Head of Department/Head of Year.

- Cover Assistants should liaise with teaching staff, who must plan cover when they are absent. This will enable Cover Assistants to deliver effective support and facilitation of learning while covering lessons.
- To ensure students receive the same experience, even when teachers are absent (this relates to the following of key policies and routines).
- To support students with specific intervention as required or directed by the Head of Department/Head of Year.
- Reporting to the Cover Manager.
- Responsible for: the daily accuracy of the class register information when covering classes.
- Liaising with the Cover Manager, appropriate Heads of Department/Heads of Year (HoD/HoY) and the appropriate Senior Leaders.

Operational/Strategic Planning

- To ensure work set by the Class Teacher is delivered appropriately. Direct liaison with the HOD/HOYS will be required if work has not been set.
- To support the HOYs in the collection and collation of Key Stage data, including the filing of information in student's files.
- Supporting the HOYs with other duties – such as other year team administration
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility under the instruction of the Head teacher.

Staffing

- To work with the appropriate Heads of Department/Head of Year to continue own professional and personal development.
- To support teachers to ensure continuity of provision for students.
- To support the distinctive qualities of their deployed school and IAT.

Notes

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.

Person Specification	Essential	Desirable
Have worked with children, preferably in a school environment or equivalent qualification or relevant experience.	✓	
GCSE Grade C or above in English, Maths and Science (or equivalent grading)	✓	
Hold a BA or be working towards a first degree with an interest in training as a teacher in the future.		✓
Analytical Skills: Ability to analyse and interpret information accurately, using appropriate methods and software.	✓	
Classroom Competence: Experience with working with children in a group leadership environment.	✓	
Organisation and Time Management: Effective organisational skills to manage multiple tasks, prioritize workloads, and meet deadlines. Attention to detail is crucial for recording and documenting safeguarding and pastoral information on the school MIS.	✓	
Communication: Strong verbal and written communication skills to interact with colleagues and with children.	✓	
Teamwork: Ability to collaborate effectively within a team, supporting others and contributing to a positive working environment.	✓	
Problem-Solving: Aptitude for identifying and solving problems that may arise during Cover Lessons. Flexibility and adaptability in responding to unexpected situations	✓	
Health and Safety Awareness: Clear understanding of health and safety regulations and protocols within a school setting.	✓	
Clear understanding of safeguarding in a school environment.		✓

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/ylesbury

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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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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