



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.

Collaborate to Succeed

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





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.



'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.



Collaborate to Succeed



Princes Risborough School

The position

We're looking to appoint a highly motivated Second in Science who can inspire our exceptional students and drive them forward to achieve even better results.

You will need to have a strong subject knowledge and be able to teach students of all abilities and ages. As well as this you will be highly organised with excellent communication and time management skills and will actively get involved with our ongoing efforts to become a fast-improving school.

The school

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

Located in the beautiful Chiltern Hills, we are a school that offers a rich, positive and supportive learning environment. Princes Risborough School was judged as "good" in all categories by Ofsted in November 2022.

'The school is a calm, orderly place. In lessons, pupils are engaged and concentrate well. They benefit from teachers' high levels of expertise. One pupil, reflecting the views of many, described the school as, 'a community where everyone is treated as an individual.'
Ofsted November 2022

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

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



Aspire
&
Achieve

Princes Risborough School
Merton Road
Princes Risborough
Buckinghamshire
HP27 0DR

01844 345496

office@prsbucks.com



**Princes
Risborough School**

www.princesrisborough.bucks.sch.uk

JOB DESCRIPTION

Second in Science

Executive Headteacher
Head of School
Deputy Head of School
Assistant Head of School
Head of Department
Second in Science

This job description identifies the responsibilities attached to this post. 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.

Main Duties and Responsibilities

The Post

The Insignis Academy Trust is a growing multi-academy trust based in Buckinghamshire. One of our primary goals is to drive efficiencies across all schools within the trust to bring value for money, sustainability and controls across our growing estate.

Post Purpose

To make a major contribution to the strategic priorities of the school through:

- Working alongside and reporting to the Head of Department to hold accountable, develop and lead a team of staff
- Creating a positive and collective team spirit within the department
- Participation in whole school innovations and dynamic teamwork
- The implementation of an appropriate curriculum provision which meets the diverse needs of students and ensures effective academic progress according to individual and national targets to reach at least floor standards
- Assisting the head of department in the leadership and management of a learning team and associated staff such as technicians and/or Assistant Teachers
- The maintenance and development of effective home-school liaison.

Role and Responsibilities

Student Academic, Personal, Social & Spiritual Welfare, Progress and Guidance

- Promote the school values and ethos through the subject/curriculum areas within the department
- Assisting the Head of Department in reviewing curriculum development planning annually based upon examination results/target setting
- Assisting the Head of Department to set challenging performance targets for students within the department's discrete subjects and produce departmental and curriculum development planning and an annual SEF
- Promote an ethos of teamwork, wellbeing and enjoyment within the team.

The Leadership and Development of the Subject Team and Communications within the team

To Support the Head of Department in the following:

- Ensure there is a clear vision as to how the subject should be taught and developed.
- Ensure that a subject's delivery meets statutory requirements.
- Promote and develop high quality teaching and learning within the sciences.
- Contribute to and support the induction of new staff.
- Contribute to and support the professional development of departmental staff.
- Contribute to the performance management of departmental staff.
- Ensure that all staff have high expectations of students.
- Ensure the effective use of data to promote students learning and target setting is well embedded into the department.
- Identify underachieving pupils and ensure appropriate intervention.

Monitoring, Review and Development

To support the Head of Department in the following:

- Monitor and evaluate the quality of teaching and learning in your subject area.
- Undertake regular observations of subject teachers.
- Undertake scrutiny of student work as a team via subject meetings.
- Regularly review and update schemes of work/learning.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
- Develop, monitor and evaluate student performance in external and internal assessment.
- Ensure effective deployment of support staff and promote collaboration between all members of the team.
- Promote and ensure effective use of ICT to enhance the learning of students.
- Lead staff through internal and external departmental reviews and inspections and inform Governors of subject developments.
- Promote an understanding of subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies / community links to enhance students' learning.
- Ensure staff within your subject area are continually developing as professionals.

Quality Provision of Teaching and Learning

- Carrying out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, including meeting all of the current Teaching Standards and duties under the reasonable direction of the Head of School.
- Assist the Head of Department in the development and evaluation of the department improvement plan, including curriculum review and planning.

- To be a model of excellent practice of teaching and learning in order to give Science teachers advice and guidance on improving the quality of learning.
- Identify pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their subject (closing the gap).
- Agree on an area of responsibility according to your strengths.
- 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 Head of Department 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 with Parents/carers, Students and other Stakeholders

- Ensure parents/carers are fully informed and involved in their child's progress through the school's regular reporting process.
- Ensure the link governor is informed and involved in curriculum development.
- Liaise with other Learning managers, SLT, data manager and SENDco as and where appropriate.
- Attend Subject Leader meetings.
- Attend SLT meetings as appropriate on request by the Head of School/ Deputy Head of School.
- Attend Consultation evenings, Award and Option evenings and other designated after school events.
- Provide reports for The Governing Board as requested by The Head of School.

Line & Performance Management

- To support the Head of Department in the following:
- Work alongside the Head of Department in producing the department's improvement plan, ensuring that it is regularly evaluated and reviewed.
- Support the Head of Department in managing the department's resources in line with priorities identified in the improvement plan.
- Ensure that your teaching environment encourages learning and meets Health and Safety standards.
- Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed.
- In line with the Head of Department ensure that the information given to the examinations officer is clear and checked carefully.

Additional duties for this post

All Staff at Princes Risborough School are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the Head of School.
- Attend school events and activities as required by the Head of School.
- Represent the school at external meetings and other events as required.
- Contribute to the school's programme of extra-curricular activities.
- Promote equality and opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Engage actively in the appraisal process
- Adhere to policies as set out in the school's Staff Handbook
- To undertake additional duties as reasonably requested by the Head of School.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post-holder's role within the school.



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
Experienced and capable classroom practitioner (with QTS and higher degree (BA or equivalent)	✓	
Range of experience of tutoring and dealing with student issues	✓	
Ability to use Google Drive, forms		✓
Ability to confidently use Microsoft Officer tools (Excel, Word & PowerPoint)	✓	
Strong communication skills, verbal and written	✓	
Highly organised		✓
Positive outlook and willing to learn	✓	
Data inputting, an advantage but not essential		✓
Range of experience of tutoring and dealing with student issues	✓	
Up to date with current developments in student care and welfare and in raising pupil achievement	✓	
Excellent interpersonal skills; an excellent and effective communicator with young people, staff and parents	✓	
Well organised and efficient	✓	
ICT literate	✓	
Able to use SIMS system as administrative aid	✓	
Committed to supporting and developing the values and ethos of the school	✓	
A strong, demonstrable commitment to the academic, personal, social and spiritual development of students	✓	
Able to use data effectively to assess prior attainment, track progress and set pupil targets	✓	
Able to inspire, lead and support others	✓	
Committed, hardworking and enthusiastic	✓	
Evidence of use of CPD to inform practice and commitment to further training and CPD as required	✓	
Creative and innovative, and able to manage change	✓	
The potential to move on to Senior Management		✓

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/



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>



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>



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



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/>



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>



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.



Free Tea and Coffee

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



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



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.





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



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



techscheme.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.techsheme.co.uk



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



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/



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 or
Telephone: 01296 744351.



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

www.insignis.org.uk

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

 [@InsignisTrust](https://twitter.com/InsignisTrust)

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

 [@Insignis Academy Trust](https://www.linkedin.com/company/Insignis-Academy-Trust)

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

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