



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 Head of Music 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

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Princes Risborough
Buckinghamshire
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office@prsbucks.com



**Princes
Risborough School**

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JOB DESCRIPTION

Head of Department - Music

Designation of Post within School Structure

Head of School

Deputy Head of School

Head of Department - Music

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

This job description is subject to annual review as part of the Trust appraisal process. This is essential for the role to continually keep pace with the growth and development of Princes Risborough School. This will be in line with post holders' conditions of employment and after consultation with the post holder.

Main Duties and Responsibilities

The Post

Princes Risborough School requires all of its teachers to be well-qualified, enthusiastic professionals, who are eager and committed to supporting students' education. This role includes the line management of the teachers in a department, the strategic development of the subject area and the continued improvement of students attainment in the subject from KS3 to KS5. This role also requires a post holder who is passionate about developing the schools' CPD offer and the fostering of a school-based research culture. We also believe that parents are a key group that would benefit from regular academic information to ensure they understand the way and the information their child is learning.

Post Purpose

- 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.
- To line manage the day to day work of the department, ensuring all of the team are up-to-date and informed about the current specific requirements of the school.
- To work with the schools' senior and other middle leaders to ensure staff and students are clear about targets, assessment and the schools' commitment to improving attainment through better progress.
- To attend the subject related Trust Reference Group meeting and to foster cross trust collaboration for all department members.
- To work with the Head of School to further develop the schools' CPD offer.
- The Head of Department will attend fortnightly SLT Link Meetings. The Head of Department will work with their SLT Link to provide high level strategic management and operational direction in relation to students' education in the subject area.
- To act as a mentor, coach and appraiser to members of the department, to enable all teachers to teach quality first lessons.
- Reporting to a nominated member of the SLT.

- Responsible for the development of a successful subject provision that enables the pupils of Princes Risborough School to exceed their potential.
- Liaising with: Head of School, SLT, in particular the nominated Asst. Headteacher (SLT Link) , SENCO, PSHE Coordinator, other HODs and all other relevant staff including cross Trust via the Reference Group meetings.

Role and Responsibilities

Teaching

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in accordance with staffing levels and priorities.

Operational/Strategic Planning

- To manage the performance of all members of the department.
- To support the development of a robust curriculum model that clearly demonstrated the subjects' intent and the curriculum's implementation in action. This must enable students' at PRS to be both challenged in their learning and successfully prepared to make the next steps in their learning.
- To coordinate the introduction of a programme of study at all key stages that has the expectation of the schools Good Progress Measure at its' heart.
- To coordinate an observation programme, coaching programme and annual reviews for all those in the department.
- To monitor the quality of support and guidance for those in the department to ensure everyone is fully informed of the most appropriate pedagogy for all students' and the schools priorities.
- To ensure that all national and local procedures are followed in relation to the preparation of students for examinations (including internal exams).
- To coordinate a programme of support for those students who are not yet making adequate progress.
- To maintain and develop partnership agreements with external agencies who can benefit the subject provision at PRS. As well as other IAT schools, this might include, local Teaching Schools and other partner schools.
- To update the staff handbook section for new staff.
- To ensure all school policies are implemented fully and to hold to account those who may not follow the procedures of the school.
- To coordinate the schemes of learning in the department.
- To evaluate the impact of the departments performance and the performance of its' teachers.
- To coordinate co-curricular learning for students in the department.
- All HODs are required to complete a DDP which is to be reviewed throughout the year.
- To remain up to date on national and local developments in teaching and be fully involved in the planning for future developments.

- To ensure the subject's provision is Ofsted ready in relation to the necessary documentation and evidence required, specifically for Section 5 and Section 8 inspections.

Staffing

- To work with the Head of School to ensure that staff training needs are identified in a timely manner and appropriate training opportunities are available.
- To continue own professional and personal development.
- To participate in the interview process for teaching posts when required, to ensure effective induction of new staff, including newly qualified teachers, into the department.
- To ensure all staff understand the distinctive qualities of working in a new and rapidly growing school.
- To ensure all departmental staff understand the importance of safeguarding and how to make a referral. This includes all areas of safeguarding including the Prevent agenda, County Lines concerns and FGM.

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 will 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.

Quals, knowledge, experience	Essential	Desirable
Degree in appropriate subject area	✓	
QTS	✓	
Working knowledge of the theory and practice of teaching in a secondary school	✓	
Excellent subject knowledge	✓	
Evidence of continuing professional development	✓	
Understanding of self-evaluation and monitoring	✓	
Competent Use of ICT in teaching including Google Classroom or Microsoft 365	✓	
Up-to-date with current developments in teaching your subject	✓	
Experience of organising co-curricular activities including successful academic interventions	✓	
Knowledge of school Self Evaluation processes	✓	
To have experience of teaching KS3, KS4 and KS5	✓	
To enthuse students by teaching imaginatively, employing a variety of approaches to teaching	✓	
Ability and experience of leading other members of staff in improving practice/raising attainment	✓	
To create a positive, inclusive learning environment	✓	
To differentiate teaching so that the learning of all students is addressed	✓	
To analyse relevant data to inform teaching and to set challenging targets for students and staff	✓	
Personal Qualities		
Enthusiastic and approachable	✓	
Commitment to co-curricular activities		✓
Good interpersonal skills	✓	
Sense of humour	✓	
Clear educational philosophy	✓	
Commitment to professional development	✓	
Willingness to share expertise	✓	
High expectations of students' academic progress and their behaviour for learning	✓	
Hardworking and conscientious	✓	
Good communication skills	✓	
Ability to prioritise own workload and that of others	✓	

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



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**](https://www.insignis.org.uk)

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