



**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 in our schools, including providing the appropriate technology for staff and students to learn.

We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed to supporting students with SEND across our Trust.

I look forward to receiving your application.

Yours sincerely,

**Garret Fay**  
*Chief Executive Officer*





## ***Insignis - "remarkable" in Latin***

**Established in 2016, Insignis Academy Trust (IAT) has the primary objective of improving education.**

IAT believes that all children should receive a fulfilling, aspirational and successful educational experience. As a Multi Academy Trust and an education charity IAT works locally with schools in Buckinghamshire and currently consists of six schools, Ashmead Combined School (ACS), Princes Risborough School (PRS), Sir Henry Floyd Grammar School (SHFGS), Sir William Ramsay School (SWRS), The Kingsbrook School (TKS) and The Mandeville School (TMS). The intention of IAT is to grow and collaborate with other schools and trusts to create a significant enhancement to the education of students locally.

## ***The IAT motto is: Collaborate to Succeed***

**Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.**

The Trust is managed by a Board of Trustees who are responsible for strategic direction as outlined in the Strategic Plan and have financial accountability for the use of public funds within our educational remit. The Trust has a number of committees, which operate across the Trust and report directly to the Board.

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

The LGBs are informed and assisted by key members of each school's Senior Leadership Team, whilst also reserving the right to call on all members of staff to assist them in delivering the school's objectives.



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

## IAT Vision

- To provide an exceptional educational experience for young people

## IAT Values

- A collective responsibility for the education and personal development of all students within the Trust.
- A fully inclusive approach, maximising the potential of every student in a nurturing and challenging educational environment.
- An ethos of life-long learning and personal development enabling students to gain life skills and academic qualifications.
- A culture of well-being and safeguarding to support staff and students to be 'remarkable'.



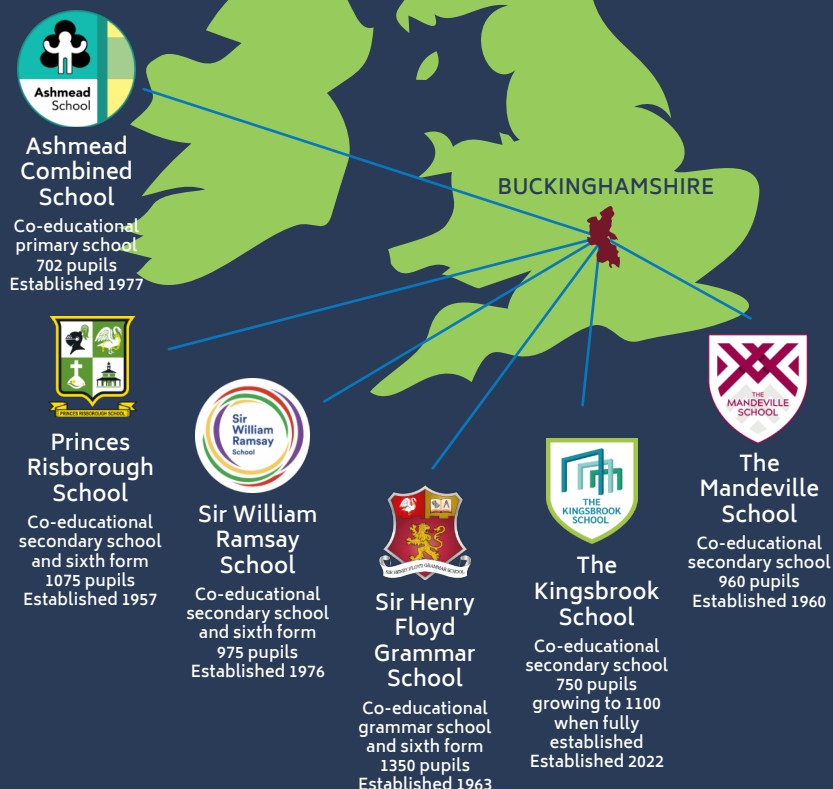
## IAT Aims

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

## FUTURE GROWTH

Insignis Academy Trust aims to grow as a MAT, however, we are committed to growing in Buckinghamshire. Trustees have approved a Trust Growth Plan that would see us grow to 10 schools. We are committed to growing a Trust of both Primary and Secondary schools across the county.

## Our Location



*Collaborate to Succeed*



**Insignis**  
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# Central Team

Insignis Academy Trust are seeking to appoint an approachable, motivated and conscientious individual to join our friendly team as a School Improvement Administrator.

You will work as part of the School Improvement team and be responsible for administration associated with initial teacher training, Early Career Teacher development, Apprenticeships, NPQs and the work of the School Improvement team.

This role will involve working with trainee teachers and apprentices, ECTs, mentors, ITT ECT Leads, senior leaders and other stakeholders including external providers.

You may be required to work at premises occupied by the employer or any of the employer's Academies, within a 25-mile radius, as directed by the employer. You will also be required to travel to the other schools in your hub as and when required by the Strategic Lead for Teacher Development.

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

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 Insignis Academy Trust is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment.*

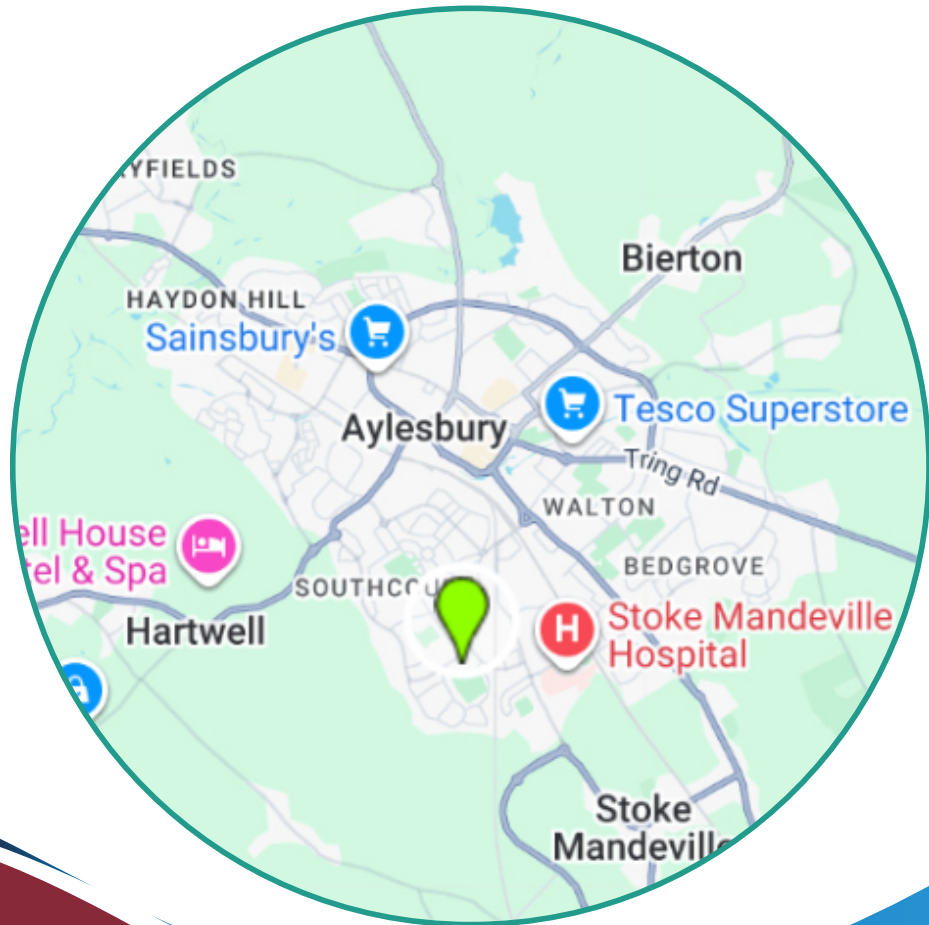


*Collaborate  
To  
Succeed*

**Insignis Academy Trust  
William Harding Centre  
The Mandeville School  
Ellen Road  
Aylesbury  
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HP21 8ES**

**01296 744 351**

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



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# **JOB DESCRIPTION**

## **School Improvement Administrator**

### **Designation of Post within School Structure**

**CEO**

**School Improvement Lead**

**Strategic Lead for Teacher Development**

**School Improvement Administrator**

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the trust 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 post holder will work as part of the School Improvement team and be responsible for administration associated with initial teacher training, Early Career Teacher development, Apprenticeships, NPQs and the work of the School Improvement team. This role will involve working with trainee teachers and apprentices, ECTs, mentors, ITT ECT Leads, senior leaders and other stakeholders including external providers.

#### **Post Purpose**

##### **1. Initial Teacher Training**

- To support the work of the School Improvement Team in delivering Initial Teacher Training by carrying out accurate and effective administration, working closely with the Trust schools, our Primary Partnership and ITT providers.
- Maintain detailed records for all trainee teachers and their mentors.
- Maintain details of courses offered by the SCITT on the DFE publish site
- Liaise with perspective trainees via phone or email
- Organise pre-screening and interviews for potential trainees, by liaising with school ITT leads and Curriculum Leaders
- Review interview documentation and application forms from trainees applying for teacher training opportunities at our schools in order to issue and offer training with appropriate conditions within specified timescales. This includes ensuring that potential trainees meet VISA and ENIC requirements
- Liaising with the HR team, carry out reference checks for trainee teachers
- Organise recruitment events for the SCITT. This will include attending occasional evening and weekend recruitment events.
- To co-ordinate and deliver local recruitment fairs and access to national and international teacher recruitment fairs.
- Maintaining oversight of school experience visits for potential trainee teachers
- Maintain oversight of applications for Assessment Only routes to Qualified Teacher Status

- Support the preparation and distribution of marketing materials to support the recruitment of trainee teachers and apprentices
- Co-ordinate arrangements for training sessions for trainee teachers and their mentors including taking responsibility for the setting up of the training facilities.

## **2. Early Career Teacher Entitlement**

- Support the work of the School Improvement Team in delivering the Early Career Entitlement by carrying out accurate and effective administration, working closely with the Trust schools and our Primary Partnership, as well as our Teaching School, Hubs and providers.
- Liaising with the HR team, maintain detailed records of all Early Career Teachers, their employing schools and Mentors.
- Co-ordinate the administration for training sessions and other events both online and face to face, for Early Career Teachers, Mentors and Induction Tutors; this includes taking responsibility for the setting up of the training facilities.

## **3. Apprenticeships**

- To be the point of contact for all stakeholders involved in apprenticeships at Insignis Academy Trust.
- To support the work of the School Improvement Team in co-ordinating the apprenticeships by carrying out accurate and effective administration working closely with the apprenticeship providers
- Liaising with the HR team, check the eligibility and suitability of each apprentice applicant and establish their capacity to commence training with external providers.
- To co-ordinate the business case application for apprenticeships

## **4. Finance**

- Supporting the Chief Finance Officer by tracking accurately the costs and the income for ITT, ECT and apprenticeships
- Supporting the Finance Team with the generation of invoices.

## **5. School Improvement support**

- To provide administration support to the School Improvement team as required. This will include support for the scheduling of events to include reference group meetings and Trust wide events such as the IAT conference.
- Support the School Improvement team with the construction and maintenance of the IAT calendar and respond to calendar enquiries
- Act as a contact point for the School Improvement team as required

## **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.

Quals, knowledge, experience	Essential	Desirable
Degree		✓
Experience working with children in a school		✓
Flexible and adaptable	✓	
Willingness to work with trainee and Early Career teachers and to develop expertise in routes to Qualified Teacher Status	✓	
Excellent written and oral communication skills	✓	
High level of organisational skills	✓	
Competent use of digital platforms to include use of Google docs, forms and sheets	✓	
A self-starter, capable of showing initiative	✓	
Ability to prioritise their workload to ensure the timely completion of work.	✓	
Strong interpersonal skills	✓	
Ability to handle confidential information and deal with sensitive issues.	✓	
Enthusiastic and approachable	✓	
Experience of developing marketing and/or promotional materials to support recruitment.		✓
Experience of Event coordination and organisation		✓
Committed to their own continuing professional development.	✓	
Experience of working with Executive and Senior Leaders in a professional environment.		✓
Experience of leading and working within a team	✓	



# Benefits of working with IAT

## Anytime Fitness



Anytime Fitness will offer a 10% discount for all Insignis staff. You will need to show your ID Badge in order to obtain your discount. (If you refer a friend then you will get a free month.) Please call Anytime Fitness in Aylesbury to discuss the benefit before arriving.

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

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## Blue Light Card



Blue Light Card provides those in Education with discounts online and in-store. They offer a range of official discounts from large national retailers to local businesses in a wide range of categories including holidays, cars, days out, fashion, gifts, insurance, phones and much more.

Visit: <https://www.bluelightcard.co.uk/index.php>

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## Byond



We are a part of Byond, a prepaid debit card that comes packed with built-in discounts at high street stores, online retailers and supermarkets.

Visit: <https://byond.helpscoutdocs.com/article/375-article-title>

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## Cycle Scheme



We are a part of the Cycle Scheme, IAT staff are able to use salary sacrifice to purchase a bike or electric bike and accessories up to the value of £3500.00

Visit: [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

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## Education Support



Our Employee Assistance Programme at IAT is provided by Education Support. This provides support for you and your family members covering a range of issues. This includes supporting staff and family members with wellbeing, health queries, bereavement and family issues including separation and divorce.

Visit: <https://www.educationsupport.org.uk/>

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## Extras Discount Scheme

We are part of the Extras Discount Scheme which offers IAT staff the opportunity to avail of discounts at a range of high street stores, online retailers and supermarkets.

Visit: <https://www.bhnextrashomeandtech.co.uk/extras>

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## Eye Care

All IAT staff can benefit from a reimbursement of their eye tests for up to the value of £25. Simply save your receipt and claim it through expenses, with the finance department.

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## Free Tea and Coffee

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

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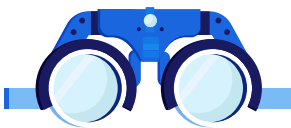
## Nuffield Health

Nuffield Health will offer up to 30% off their memberships, both for monthly rolling contracts and annual contracts.

This offer is open to any school employee. You will need to show your ID Badge in order to obtain your discount. Please call Nuffield Health in Aylesbury to discuss the benefit before arriving.

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

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## Specialist Glasses

If you need specialist glasses to carry out your specialist role in school, we may be able to help with the cost of specialist glasses. This may include glasses to support colour blindness, or prescriptive protective glasses.

Please contact HR for more information as this is assessed on staff's individual needs.

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## LGPS - Support Staff Pension

We formally register all non-teaching staff to the Local Government Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.lgpsmember.org](http://www.lgpsmember.org)

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## Teachers' Pension

We formally register all teaching staff to the Teachers' Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

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## Tech Scheme

We are a part of TechScheme, in association with Currys. IAT staff are able to use salary sacrifice to purchase items from Currys for their home. Please note that there is a pension impact on this scheme.

Visit: [www.techscheme.co.uk](http://www.techscheme.co.uk)

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## Well Schools

The Well Schools Community has a vast collection of wellbeing tools and resources that are already being used in Well Schools across England.

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

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## Wycombe Lido

Fusion Lifestyle will offer Insignis Staff 10% off their top membership option. You will need to show your ID Badge in order to obtain your discount.

Please call Wycombe Lido in Aylesbury to discuss the benefit before arriving.

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

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# CPD in IAT Schools

Each school within the IAT publishes a whole school CPD calendar. This will reflect IAT and school priorities.

Subject-specific CPD and CPD for pastoral teams will be embedded into meeting schedules, reflecting outcomes of self-evaluation and the needs of each team.

Applications to attend external CPD courses should be made at a school level, following the school's CPD application process. Priority will be given to external CPD that supports Trust, school and departmental priorities and performance management targets. The cost of the CPD course, the cover costs and cover implications will all be taken into account when applications for courses are considered.

## Completing National Professional Qualifications (NPQs)

National Professional Qualifications (NPQs) are the most widely recognised qualifications in the education sector for current and aspiring leaders. Accredited by the DfE, NPQs provide training and support for teachers and leaders at all levels. NPQs are informed by the best available research and evidence endorsed by the Education Endowment Foundation.

There are a range of NPQ qualifications available, including:

- **Leading teacher development** – become a teacher educator and support teachers in your school to expand their skills.
- **Leading teaching** – lead the teaching and learning of a subject, year group or phase.
- **Leading behaviour and culture** – create a culture of good behaviour and high expectations where staff and pupils can succeed.

## Wellbeing

At Insignis Academy Trust, we prioritize the well-being of our staff and students. We believe that a healthy and happy school environment is essential for fostering a positive learning experience. Our dedicated team works tirelessly to ensure that everyone feels supported and valued, creating a sense of community and belonging.

We understand the importance of mental health and well-being in the workplace. We provide various resources and support systems to help our staff maintain a healthy work-life balance.

By prioritizing well-being across the trust, we aim to create a positive and productive environment where everyone can thrive and reach their full potential.

For more information visit: <https://www.insignis.org.uk/Well-Being/>

- **Leading literacy** – teach and promote literacy across a whole school, year group, key stage or phase
- **Leading primary mathematics** – help your school use mastery approaches and teach maths effectively.
- **Senior leadership** – develop leadership expertise to improve outcomes for teachers and pupils.
- **Headship** – learn how to become an expert school leader and outstanding headteacher.
- **Executive leadership** – develop the expertise to run a multi-school organisation and effectively lead change and improvement.
- **Early years leadership** – manage your staff and organisation to provide high-quality early years education and care.

IAT schools will support teachers and leaders to complete NPQ qualifications, in line with Trust and School priorities, individual goals and upon recommendation by line managers. If any member of staff is interested in completing an NPQ, they should discuss it with their line manager. All applications for NPQs will need to be discussed by SLT and agreed by the Head of School or Headteacher and CEO of IAT.

Astra Teaching School Hub delivers a range of NPQ qualifications. Face-to-face sessions are delivered locally and provide opportunities for networking and collaboration with teachers and leaders from across Buckinghamshire schools and beyond. NPQ courses are delivered by a range of providers. Before registering for an NPQ, teachers and leaders should discuss the choice of provider with their line manager.





## HOW TO APPLY

### Making your application

Please click on the link below for further details on how to apply:

<https://www.insignis.org.uk/Vacancies/>

### Contact

If you are interested in discussing the role or would like more information about the role please contact the IAT Recruitment team at:

[recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or  
Telephone: 01296 744351.



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

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



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