



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.

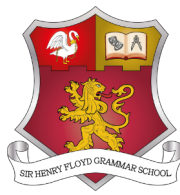
We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed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



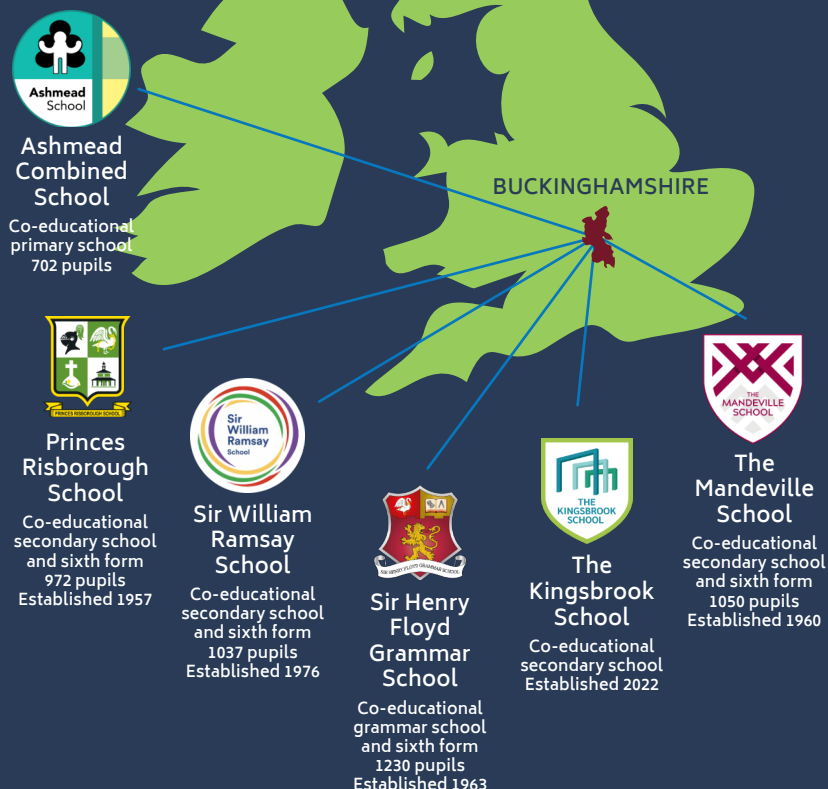
IAT Aims

- 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.

Our Location



Collaborate to Succeed



The Kingsbrook School

At Insignis Academy Trust we are looking for a Raising Achievement Officer for The Kingsbrook School who is eager and committed to supporting Students' education. This is an exciting and unique opportunity to join the growing pastoral team in this flagship new school in Aylesbury, with opportunity to bring ideas and contribute to the continued development of student support, and the culture and ethos of the school as it enters its fifth year of operation in 2026-27.

Opened in September 2022 to 180 year 7 students, the school will grow by each year of entry until full in 2027-28, and so new members of the team are required to support our next cohort. Located at the heart of the Kingsbrook Estate in Aylesbury, the school boasts state of the art facilities across the mainstream school and a purpose-built Inclusion Unit for children with additional Social, Emotional and Mental Health (SEMH) needs.

You will be highly organised with excellent communication and time management skills, a commitment to character education and raising student achievement and excited about supporting and contributing to the continuous school improvement.

The role will offer an exciting opportunity to make a significant contribution to raising standards and improving outcomes for young people.

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

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.

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.

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



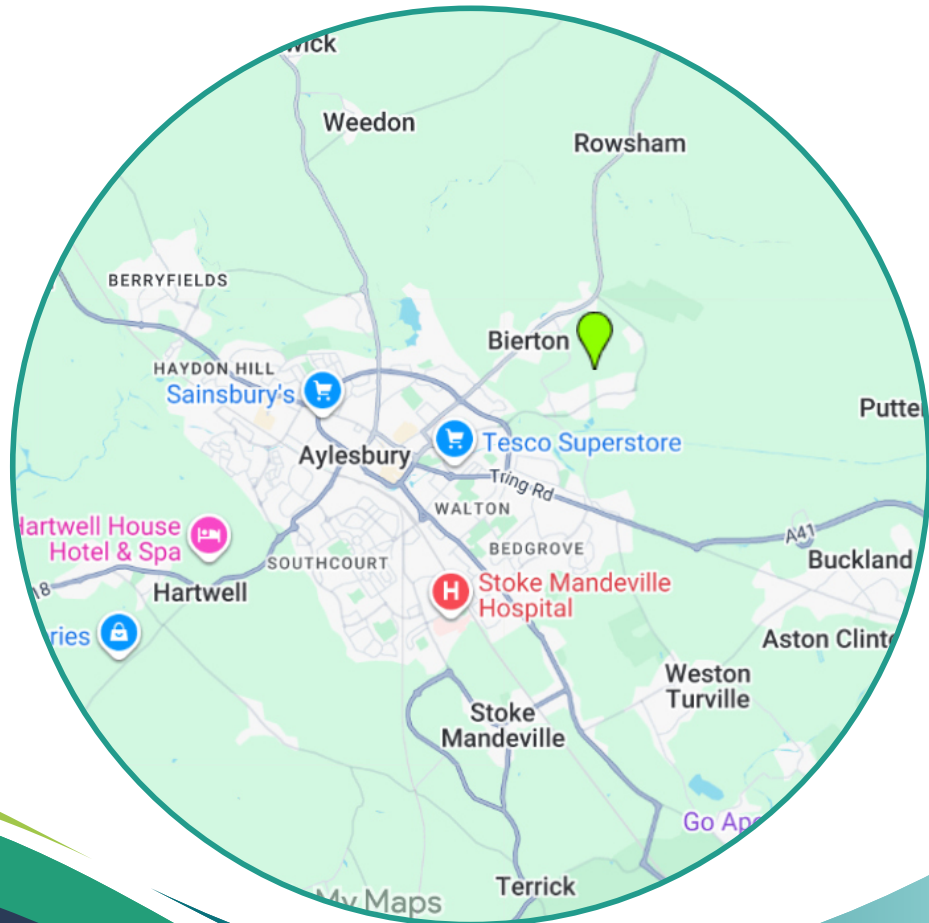
Ambition
Resilience
Confidence
Compassion

The Kingsbrook School
Armstrongs Fields
Broughton
Buckinghamshire
HP22 7BR

www.kingsbrook.org.uk

01296 761401

office@kingsbrook.org.uk



The Kingsbrook
School

JOB DESCRIPTION

Raising Achievement Officer (Administrator)

Designation of Post within School Structure

Pastoral SLT

RAO Administrator

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 Raising Achievement Officer (Administrator) is a professional who works within an educational setting who will have a high level of personal drive and energy to be able to contribute to improving standards for students in the school.

This is a senior supervisory administrative role within the school. Their primary role will be working directly with the Designated Safeguarding Lead and will be the key point of contact for all external agencies that the school works with.

Post Purpose

A Raising Achievement Officer (Administrator) plays a vital role ensuring that there is a key point of contact for external agencies. They will coordinate internal and external meetings to discuss safeguarding issues.

The Raising Achievement Officer (Administrator) will also line manage the RAO team and their deployment. They will also be responsible for the management of supervision for the wider RAO team.

Role and Responsibilities

- Have a commitment to safeguarding and promoting the welfare of children and young people
- Promote the Trust's visions and values.
- To support in driving high behaviour expectations for all students through school systems and work with external agencies/providers.
- To act as the lead Designated Deputy Safeguarding Leads for the School and support in creating a safe culture at the school.
- To delegate appropriate safeguarding duties to the DSL team as per the organisational structure at the school.

- Responsible for efficient and effective implementation of strategies for intervention to maintain a safe culture within the school.

Behaviour

- To review school CCTV footage as required to ensure student safety and wellbeing.

Other Responsibilities

- Communicate and liaise with staff, parents, carers and other professionals as appropriate
- To liaise with the Attendance Officer, SEND team, Safeguarding and Key Stage/ Pastoral Leaders regarding attendance, and behaviour issues where they intersect with safeguarding
- Attend and advise at regular meetings with external agencies and other professionals re safeguarding issues, ensuring accurate information is prepared for the meetings
- To attend any other related meetings where required
- Support the preparation of regular safeguarding reports and statistics for the Senior Leadership team, Governors and LA.
- Analyse the safeguarding data to identify trends within key learner groups e.g. Pupil Premium.
- Effectively liaise with the DSL team to work towards a positive safeguarding culture
- Supporting the work of the attendance and pastoral teams as required
- Support the attendance officer in their day-to-day tasks as and when required

Safeguarding

- Safeguarding Administration
- To monitor CPOMs proactively, assign cases to relevant staff and monitor progress towards resolving reported cases
- To maintain the safeguarding records within CPOMS with high accuracy.
- Alongside the transition lead, oversee successful transition for students new to the school, including Year 7 and in year admissions
- To undertake the administration involved in the transfer of safeguarding files
- To maintain awareness of, and liaison with, external support services so that our students can access appropriate supports
- Attend meetings with Social Care and other agencies as required
- To undertake home visits as an attendance/safeguarding intervention in accordance with school protocols as required.

Additional Strategic Duties

- Undertake any further duties reasonably requested by the SLT
- To meet with the Senior Leader link weekly to update them with the relevant data



Accountability

To the SLT link for Behaviour and Safeguarding:

- fulfilment of the above duties effectively and efficiently.
- compliance with the Trusts policies and procedures
- ensuring that confidentiality is maintained at all times regarding personal information.

Additional duties for this post

Key skills for a RAO Administrator start with strong communication abilities – both verbal and written – to engage with students, parents, Teachers, and other stakeholders. In order to build positive relationships, they must display empathy and an understanding of diverse family backgrounds and cultures.

Problem-solving skills are also essential to identify attendance barriers, analyse data, and create tailored evidence-based strategies to enhance attendance rates, whilst knowledge of attendance policies and regulations is essential for informed decision-making.

Resilience is another valuable skill for RAO Administrator in schools, especially when handling difficult cases, as is patience when working with individuals experiencing personal or socioeconomic challenges that are affecting attendance. School Attendance Support Officers must also be adaptable and flexible in responding to changing circumstances.

Implementing Attendance Support Strategies

A RAO Administrator overlooks the implementation of the school-wide strategies to boost attendance rates, collaborating with external agencies to provide comprehensive support.

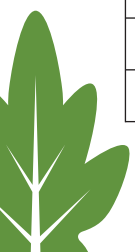
They also work with their wider RAO team to help students smoothly reintegrate back into the school environment after extended absences into the school environment, ensuring they catch up on missed work and thrive academically.



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
'A' Level education and/or at least 3 years work experience at this level	✓	
GCSE English (min 'C' grade) or equivalent	✓	
GCSE Maths (min 'C' grade) or equivalent	✓	
GCSEs (min 'C' grades) or equivalent, in other subjects	✓	
Ability to use ICT systems	✓	
Maintaining confidentiality and adhering to privacy regulations	✓	
Knowledge of using MIS systems		✓
Understanding and respecting diverse cultures, backgrounds, and family dynamics	✓	
Strong data analysis skills		✓
Familiarity with attendance policies, regulations, and legal requirements		✓
Familiarity with community resources and support services. Proficiency in using relevant technology tools		✓
Strong problem-solving skills	✓	
The ability to build positive relationships		✓
Knowledge of team motivation		✓
Experience of leading/training a wider team		✓
Empathy towards students and families	✓	
Strong verbal and written communication skills	✓	
Being well-organised	✓	
Resilience to deal with challenging situation	✓	
The ability to empower and motivate students and families	✓	
Being adaptable and flexible		✓
Good interpersonal skills		✓
Strong team orientation	✓	
Keen to further professional development skills	✓	
Willingness and ability to learn new software		✓
Ability to understand and support school vision	✓	



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.

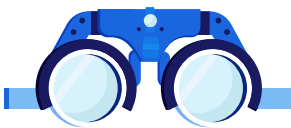


Nuffield Health

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.techscheme.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.



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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

www.insignis.org.uk

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

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