



**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.

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.

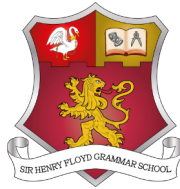
Yours sincerely,

**Garret Fay**  
*Chief Executive Officer*



*Collaborate to Succeed*





## ***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'.



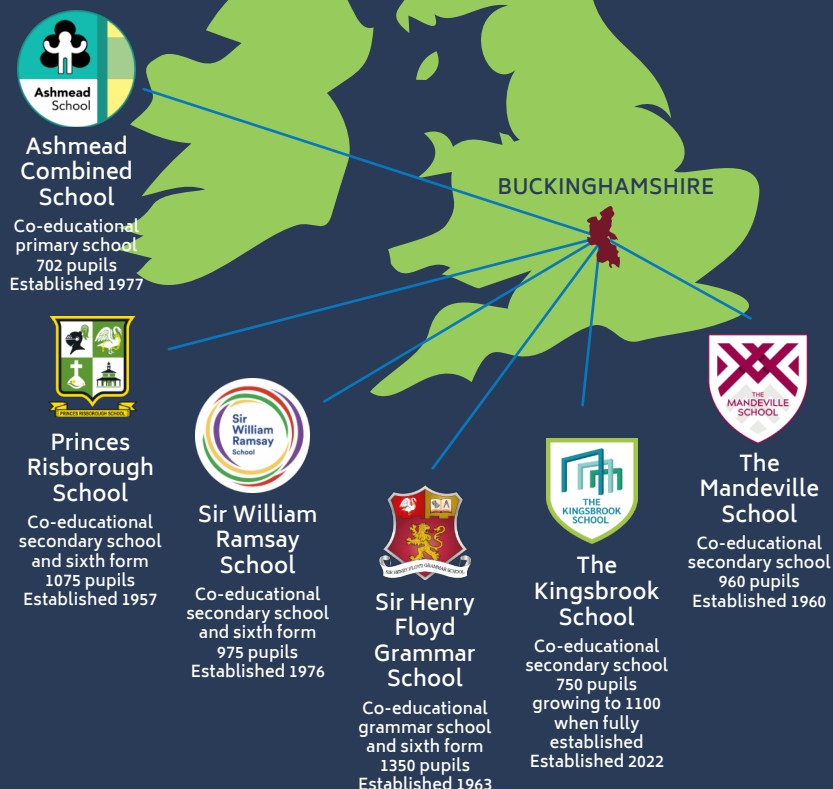
## IAT Aims

- 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*



# The Mandeville School

At Insignis Academy Trust we are recruiting for a Cover Manager at The Mandeville School.

## The position

We're looking to appoint a Cover Manager who will strive to help every child succeed. You would be responsible for leading and delivering cover lessons to students when a teacher is absent or unavailable. You will be responsible for leading the Cover Assistant team to ensure the smooth operation of lessons whether delivered in house or with external supply staff.

There is also a strong support network in place where you can develop your skills quickly with plenty of opportunities for roles to further your career.

Applicants should also have an excellent working knowledge of working in a school environment or with children and an excellent rapport with parents.

## The school

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

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

We encourage and value candidates who have varied lived experiences and inclusive mindsets, either due to their engagements in the world or due to their protected characteristics (as set out in the Equalities Act 2010). We are committed to continued development of a community that is representative of the environment in which we work and in nurturing an equitable society.

Insignis Academy Trust operates rigorous 'safer recruitment' practices and the successful candidates will be required to undertake the completion of satisfactory checks including an enhanced DBS check, satisfactory references, medical report, confirmation of qualifications and documentation to prove Right to Work in the UK.

Please 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.



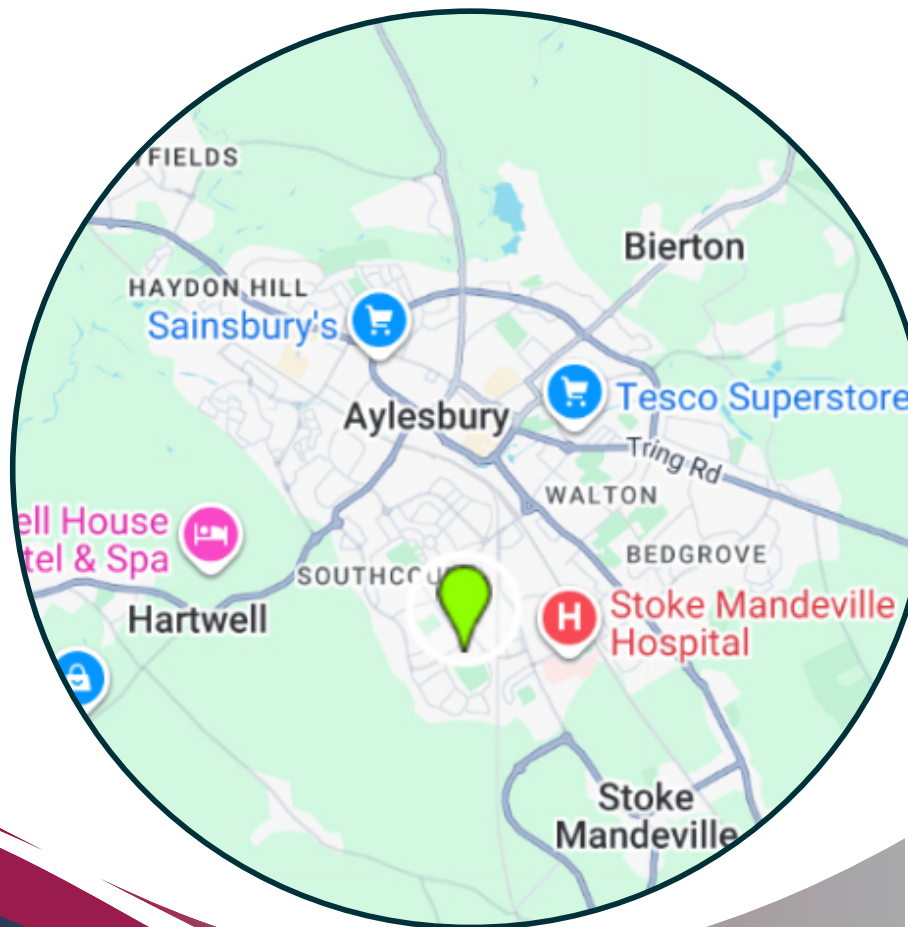
**Believe.  
Achieve.  
Succeed.**

**The Mandeville School  
Ellen Road  
Aylesbury  
Buckinghamshire  
HP21 8ES**

**[www.mandeville.bucks.sch.uk](http://www.mandeville.bucks.sch.uk)**

**01296 745400**

**[office@mandeville.school](mailto:office@mandeville.school)**



**The Mandeville  
School**

# JOB DESCRIPTION

## Cover Manager

### Designation of Post within School Structure

Head of School

Deputy Head of School

Cover Manager

This job description identifies the responsibilities attached to this post.

This job description is subject to amendment from time to time with in 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

At The Mandeville School we are committed to ensuring our Cover Managers are suitably qualified and have the experience of working in school environments. This is essential as we seek to enable our postholders to be excellent practitioners in their field. This in turn supports teachers to be better prepared in the classroom and as a result, students get better teaching and learning experiences.

#### Post Purpose

The Mandeville School requires its Cover Manager to be positive role models and key non-teaching support staff who provide administrative support which enables teachers to deliver quality first teaching and also provides appropriate guidance, training and support for existing and new entrants to the role.

This is a post that is applicable to an experienced administrative staff or staff who also have significant line management experience. They must be committed to working collaboratively with colleagues, Senior Leaders, Middle Leaders and teachers across the school and also with external professional bodies. The Cover Manager must also meet ambitious but attainable goals. In this role, the Cover Manager, will be highly secure and confident in Health and Safety measures, particularly relating to Trips and Visits. At the heart of their work, the Cover Manager will ensure that their team support the delivery of the curriculum by ensuring all students have access to the continued education when teaching staff are absent or unavailable.

This role also requires a post holder who has excellent interpersonal skills and is passionate about developing their abilities through CPD.

### Role and Responsibilities

The Cover Manager is responsible for leading the delivery of cover to classrooms when a teacher is absent or unavailable. They are also to act as the Deputy Trips and Visits Coordinator. Their main role is the leadership of the Cover Assistant team to ensure the smooth operation of lessons whether delivered in house or with external supply staff.

These are some common tasks and responsibilities associated with the Cover Manager role.

- To ensure that lessons are covered by use of in house or external supply cover.
- To cover lessons in the event no other member of staff is available.
- To line manage the schools' team of Cover Assistants.
- The Cover Manager should liaise with teaching staff, who must plan cover when they are absent. This will enable the Cover Manager to appropriately deploy Cover Assistants to deliver effective support while covering lessons.
- To ensure students receive the same school experience, even when teachers are absent.
- To ensure that all supply staff attending the schools have their credentials checked rigorously.
- To ensure all visitors running/attending school workshops are accredited to do so through the EVOLVE system.
- To undertake the role of Educational Visits Coordinator (EVC) in association with the guidelines set out by Buckinghamshire Country Council.
- To ensure the school calendar is kept up to date and available for staff.
- Reporting to the nominated Deputy Head of School/Head of School.
- Responsible for: the daily accuracy of the staff absence information when teachers and other staff are not at school and entering this on the schools' absence management system (iTrent).
- Liaising with the relevant members of the schools' Senior Leadership Team and Human Resources as necessary to support staff and students in our community.

### **Operational/Strategic Planning**

- To ensure the appropriate setting of cover in line with national guidelines.
- To book and arrange cover as appropriate with Supply Agencies and to always ensure value for money.
- Where necessary and appropriate to ensure the completion and return of timesheets.
- To ensure that cover information (inc. room changes) is displayed to staff by 8:15 am each morning.
- To ensure that the Cover Assistants deliver the work set to the Class appropriately. Direct liaison with the HOD/HOYS will be required if work has not been set.
- To support the HOYS in the collection and collation of Key Stage data, including the filing of information in students files, by deploying Cover Supervisors when not required in lessons.
- Ensuring that the EVC guidance has been followed for Workshops, Trips and Visits and that EVC training is up to date.
- To ensure the school calendar is up to date and is available for all staff.
- Supporting the Senior Leadership Team with key information about absence.
- To support Trip Leaders with availability of dates.
- To support staff in advance of booking CPD with availability of dates.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility under the instruction of the Head of School


### **Staffing**

- To work with their line manager to continue own professional and personal development.
- To support and supervise the Cover Assistants to ensure they can deploy their role effectively and that they understand that they are not:
- Teachers, Raising Achievement Officers (RAOs) or other Deputy DSL trained staff members.



- To support teachers teaching staff across the school, to ensure that they are able to continue to deliver excellent teaching and learning both inside and outside of the classroom enabling the continuity of provision for students.
- To support the distinctive qualities of their deployed school and IAT in Education.

### **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.
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# 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 |
|--|-----------|-----------|
| Cover Management or other significant experience in school administration role.  | ✓         |           |
| GCSE Grade C or above in English, Maths and Science (or equivalent grading)  | ✓         |           |
| A clear understanding of the role that safeguarding play in a school environment.  | ✓         |           |
| A clear understanding of the importance of safer recruitment practices when working with supply teachers or visitors to our schools.   |           | ✓         |
| Strong Management Information Systems skills.  |           | ✓         |
| Analytical Skills: Ability to analyse and interpret data accurately, using appropriate methods and software.   | ✓         |           |
| Organisation and Time Management: Effective organisational skills to manage multiple tasks, prioritize workloads, and meet deadlines. Attention to detail is crucial for recording and documenting experimental procedures and results accurately. | ✓         |           |
| Communication: Strong verbal and written communication skills to interact with scientists, researchers, and colleagues. Ability to convey both Cover and EVC information clearly and concisely   | ✓         |           |
| Teamwork: Ability to collaborate effectively within a team, supporting other scientists and technicians, and contributing to a positive working environment.   | ✓         |           |
| Problem-Solving: Aptitude for identifying and solving problems that may arise during experiments or laboratory work. Flexibility and adaptability in responding to unexpected situations   | ✓         |           |
| Health and Safety Awareness: Comprehensive understanding of health and safety regulations and protocols relating to Trips and Visits.  |           | ✓         |
| Experience of managing the successful Performance Management of other staff, including those on probation, support plans or capability.  |           | ✓         |
| Experience of managing a budget and successfully managing public funds and in particular managing the expectations of more senior staff in relation to available finance or budgets.   |           | ✓         |



# 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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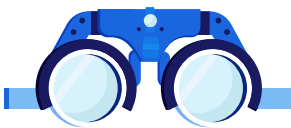
## Nuffield Health

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.

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

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

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

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

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



**Insignis**  
Academy Trust

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