



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.

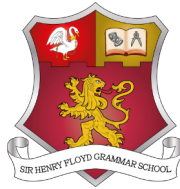
We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed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

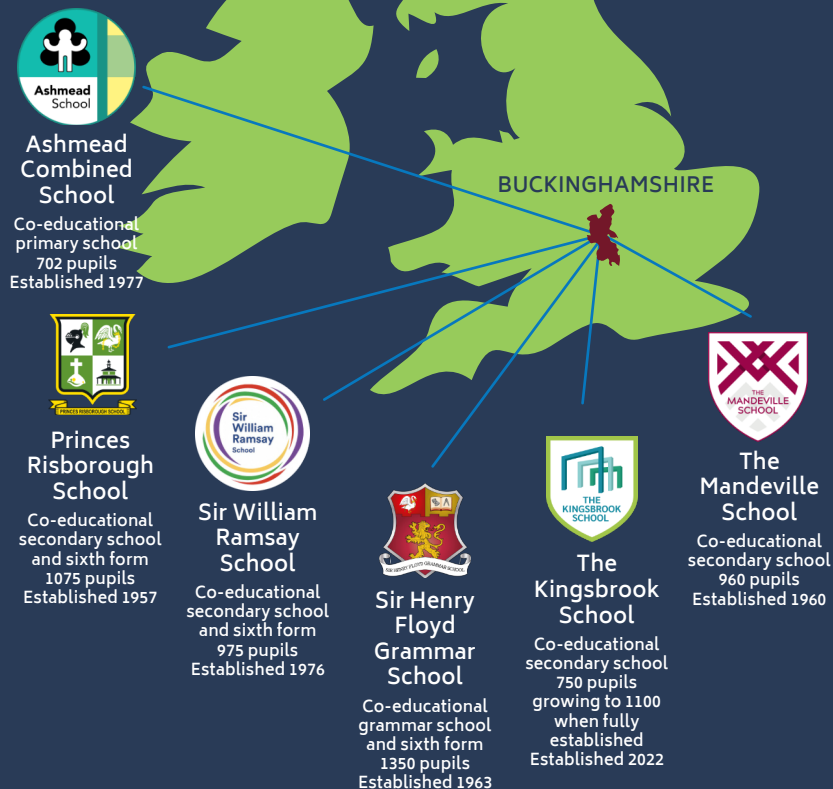
- To strive for continuous improvement to enhance students' educational experiences.
- To develop collaborative approaches that enable our community to achieve remarkable outcomes.
- To be an exceptional educational employer.
- To drive school improvement at all our schools.
- To grow our Trust in a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



The Kingsbrook School

We are seeking to appoint an enthusiastic and committed Science Technician to join our brand new school, The Kingsbrook School. As a Technician you will work under the guidance of the Head of Department and subject teachers to support the teaching and learning of all children and young people.

As a Technician for Science, you will be responsible for supporting the smooth running of the departments and ensuring that students have access to the materials and equipment they need to excel in their studies.

As a member of our team, you will be passionate about contributing your skills to ensure all our children and young people receive the best possible education.

You will be able to work with students across the school in lessons and support the development of both curriculum areas, which are well resourced and popular with our students. You will join a well led thriving and successful team in a popular faculty area within the school that really values Science technology.

These subjects are very popular and successful, and this is an exciting opportunity for the right colleague to join us.

As part of the role full training will be provided.

Opened in September 2022 to 180 year 7 students, the school will grow by each year of entry until full in 2027-28.

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.

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.



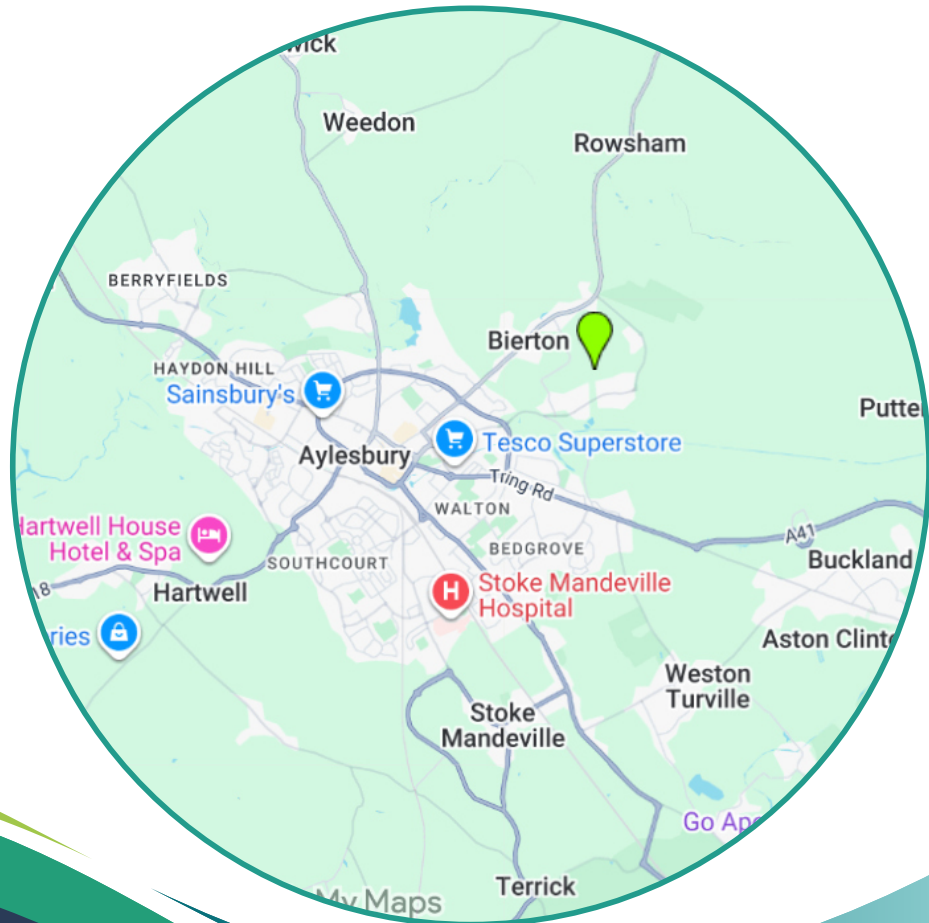
Ambition
Resilience
Confidence
Compassion

The Kingsbrook School
Armstrongs Fields
Broughton
Buckinghamshire
HP22 7BR

www.kingsbrook.org.uk

01296 761401

office@kingsbrook.org.uk



The Kingsbrook
School

JOB DESCRIPTION

Science Technician

At IAT we are committed to ensuring our Science Technicians 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 support teachers to be better prepared in the classroom and as result, students get better teaching and learning experiences.

The main role of this post holder

Insignis Academy Trust (IAT) requires its Science Technician to be positive role models and key non-teaching support staff who provide the technical support that enables teachers to deliver quality first teaching and provides appropriate support and guidance for new entrants to the role.

We are looking to appoint talented specialists to support us to ensure the quality of education is good or better in science. New technicians will work alongside our hard working and dedicated team in their role. This is a post that is applicable to an experienced Science Technician, who is committed to working collaboratively with colleagues and Science departments and to meet ambitious but attainable goals. You will think about the content and success criteria required to support the curriculum and as required to enable access to the curriculum. You will all also be secure and confident in the appropriate Health and Safety measures involved.

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

General Duties

A science technician is responsible for providing technical support to Science Teachers in an educational setting. Their main role is to ensure the smooth operation of scientific experiments and practical sessions. Here are some common tasks and responsibilities associated with a Science Technician job at both range 3 and 4.

- **Equipment maintenance:** Science technicians maintain, calibrate, and troubleshoot scientific equipment and instruments to ensure their proper functioning. This includes preparing and setting up equipment for experiments and conducting routine maintenance activities.
- **Experiment assistance:** They assist teachers in carrying out experiments by preparing and organising materials, chemicals, and specimens. They may also assist in data collection, analysis, and recording of experimental results.
- **Safety protocols:** Science technicians enforce safety protocols and guidelines in the laboratory, ensuring that all activities are conducted in a safe and compliant manner. They provide guidance on proper handling, storage, and disposal of hazardous materials.
- **Science Technicians at IAT will have had training in line with CLEAPSS.**
- **Inventory management:** They manage laboratory supplies and inventory,

keeping track of stock levels, ordering necessary items, and maintaining records of equipment and consumables.

- Documentation: Science technicians document experimental procedures, results, and observations accurately. They may also assist in the preparation of reports and presentations.
- Training and support: They provide training and guidance to Trainee Science Technicians, students and teachers researchers on laboratory techniques, equipment usage, and safety procedures.
- Quality control: Science technicians may be involved in quality control and assurance processes, ensuring adherence to established standards and protocols (e.g., CLEAPSS).
- Collaborative work: They collaborate with teachers, and other staff members to support scientific preparation, classroom demonstrations, and educational activities.

The specific job description for a science technician may vary depending on the organisation and the scientific field they are working in, such as biology, chemistry and physics.

Tasks Required to be undertaken by Science Technicians

This Job Description has been purposely designed not to be a list of tasks to be undertaken by the Science Technicians. It is not envisaged that at Range 3 – 5 there would be a significant difference in ability to carry out most Tasks required in the role.

It is recognised that the additional duties of the role at Ranges 3-5 will be different based on levels of supervision, training and management.

It is the Senior Science Technicians role to define the key aspects tasks that need to be undertaken by suitably qualified colleagues on a daily, weekly, monthly, termly or annual basis.



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
Registered Science Technician (RSciTech) or equivalent qualification or relevant experience.		✓
GCSE Grade C or above in English, Maths and Science (or equivalent grading)	✓	
Level 5 or 6 Qualifications in either Biology, Chemistry or Physics.		✓
Scientific Knowledge: Strong understanding of scientific principles and concepts relevant to the specific field of science being supported. This may include knowledge of biology, chemistry, physics, or other scientific disciplines	✓	
Laboratory Skills: Proficiency in performing laboratory techniques, such as conducting experiments, using scientific equipment, handling chemicals, and following safety protocols.		✓
Technical Competence: Experience with laboratory instrumentation and scientific software, including knowledge of troubleshooting, maintenance, and calibration procedures.	✓	
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 complex scientific 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 within a laboratory setting. Adherence to proper safety procedures and protocols to ensure a safe working environment for all.	✓	
Clear understanding of Health and Safety in a laboratory environment including recent CLEAPSS training.	✓	



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.

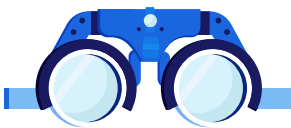


Nuffield Health

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

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