



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

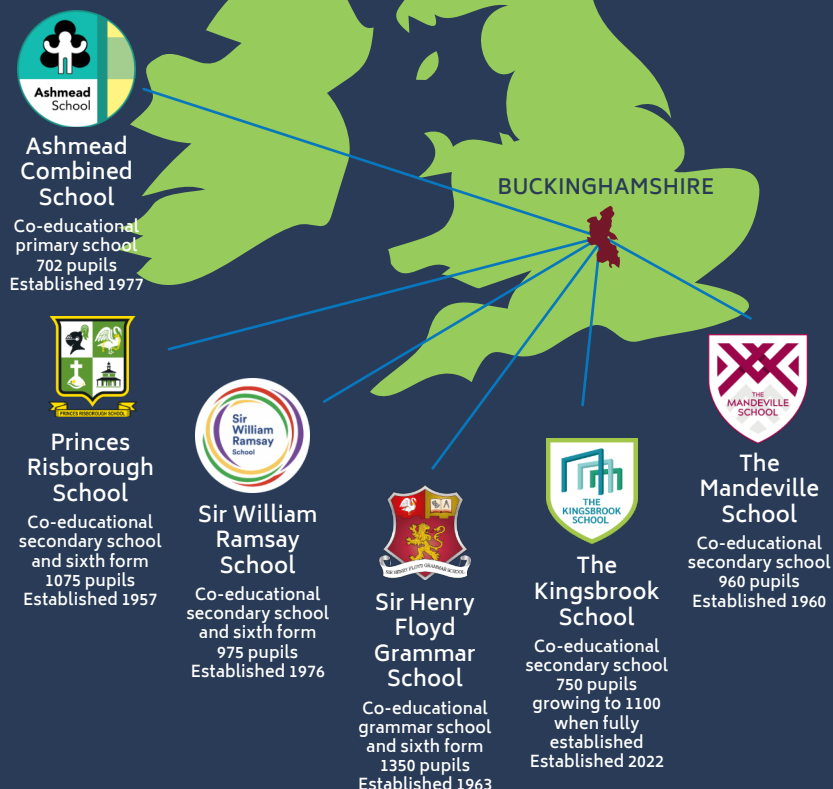
- To strive for continuous improvement to enhance students' educational experiences.
- To develop collaborative approaches that enable our community to achieve remarkable outcomes.
- To be an exceptional educational employer.
- To drive school improvement at all our schools.
- To grow our Trust in a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



Princes Risborough School

The position

We're looking to appoint SEND Administrator to provide a high standard of administrative support to the SEND Lead and the SEND Department generally. In this role, you will be a key pillar of support for our students.

You will champion the needs of our SEN department, contribute to the wider school community, and ensure that student safety and well-being are always at the heart of your work. Most importantly, you will serve as an inspiring, positive role model who helps young people thrive.

The successful applicant will:

- Have the ability to build and maintain constructive and professional relationships with parents, students, staff, governors and external agencies
- Be part of an enthusiastic team and have a flexible approach to working.
- A good general level of education, have excellent communication skills and be flexible, adaptable and resourceful.
- Have good interpersonal skills, capable of interacting well with students, parents and other staff members.
- Have good IT skills with knowledge of Word, Excel and Google.

The school

Our school motto is "**Aspire and Achieve**" and that is what we want for all our students and staff members. We are committed to the highest expectations in everything we do with a relentless focus on dynamic teaching and learning leading to excellent academic outcomes for all students.

Located in the beautiful Chiltern Hills, we are a school that offers a rich, positive and supportive learning environment. Princes Risborough School was judged as "good" in all categories by Ofsted in November 2022.

'The school is a calm, orderly place. In lessons, pupils are engaged and concentrate well. They benefit from teachers' high levels of expertise. One pupil, reflecting the views of many, described the school as, 'a community where everyone is treated as an individual'.'
Ofsted November 2022

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

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

Please click on the link for further details, including application forms, job descriptions and person specifications as applicable: <https://www.insignis.org.uk/Vacancies-/>

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

The 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.





*Aspire
&
Achieve*

**Princes Risborough School
Merton Road
Princes Risborough
Buckinghamshire
HP27 0DR**

01844 345496

office@prsbucks.com



**Princes
Risborough School**

www.princesrisborough.bucks.sch.uk

JOB DESCRIPTION

SEND Administrator

Designation of Post within School Structure

Executive Headteacher / Head of School

Deputy Headteacher

Assistant Headteacher SENDCO

Assistant SENDCO (General SEND Teacher)

SEND Administrator

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

Post Purpose

- To provide a high standard of administrative support to the SEND Lead and the SEND Department generally.
- To ensure commitment to meeting the needs of the SEN department, and the wider needs of the school more generally.
- To ensure they play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people.

Role and Responsibilities

- To provide administrative support to the SENCO.
- To deal with telephone enquiries from parents, external professionals, primary schools etc in a polite and courteous manner, bringing urgent matters to the attention of the SENCO.
- To input, retrieve and analyse information using the MIS system.
- To update the SEN register on a termly basis.
- To (bi)annually inform parents of a student's position on the SEN register and provision that is in place.
- To update the SEN register on a termly basis.
- Following student's assessments inform parents of Access Arrangements for students taking public examinations. To receive and file notification from examination boards pertaining to Access Arrangements.
- To schedule annual reviews for all students with EHCPs informing parents, external agencies and LAs.
- To prepare initial reports for EHCPs, including the gathering of information from curriculum areas.
- To ensure that all parties attending Reviews or those for whom an apology has been received submit reports.

- To ensure that all parties attending Statement Review receive the appropriate documentation in line with the COP at least two weeks prior to review.
- To attend all Statement Reviews, keep minutes and in consultation with the SENCO prepare the Review Assessments for LAs.
- To collate Individual Feedback for students on the SEN register and prepare them for their annual review or other reviews as required.
- To update all Tracking Data.
- Liaise with SENCOs to run diary of transition visits for Students in Yr 6.
- To contact curriculum departments to request particular information (schemes of work, student progress etc).
- To schedule appointments with parents on the SENCOs or parental request.
- To update support timetables for students.
- To update support timetables for ATs.
- Maintain diary of appointments for scheduled external agencies.
- To maintain the SENCO's diary.
- To ensure professional development of: Current legislation regarding SEN, MIS, Test Data etc.
- To assist the Headteacher in supporting staff to achieve improved standards and high-quality education for all students.
- To assist staff to successfully raise standards of learning and achievement.
- Be aware of and comply with policies and procedures relating to student protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and the student on visits, trips and out of school activities as required
- To carry out any other duties in connection with the role as may reasonably be required.
- Consultation to prospective EHCP student responses.



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
Experience working with children in a school/early years environment		✓
Flexible and adaptable	✓	
Hold a Degree		✓
Excellent English and Maths skills (GCSE English and Maths or equivalent)	✓	
Excellent written and oral communication skills	✓	
A self-starter, capable of showing initiative	✓	
Ability to prioritise their workload to ensure the timely completion of work.	✓	
Calm, patient and professional when dealing with students and colleagues.	✓	
Discretion. Able to treat sensitive information with a high degree of confidentiality.	✓	
A team player	✓	
A positive 'can do' attitude	✓	
Knowledge of ICT to support learning, ability to input data accurately	✓	
Good understanding of the general aspects of child development.	✓	

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.

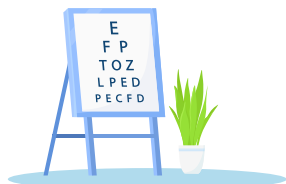
Visit: <https://www.educationsupport.org.uk/>



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.

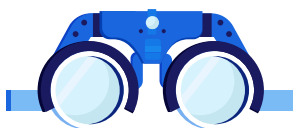


Nuffield Health

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.

- **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.

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/>





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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