

# CANDIDATE PACK



**Insignis**  
Academy Trust

# 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 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*



# ABOUT IAT

## *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.

## **OUR FAMILY OF SCHOOLS**



# **'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.





# Sir William Ramsay School

We are seeking to appoint a Raising Achievement Officer – Medical Officer to join our school. 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 care.

As a Medical Officer you will hold a recognised First Aid qualification, be able to remain calm and be a support in delivering high quality medical support during emergencies to Students and staff. You will also be a key part of our reception team, undertaking reception duties during quieter periods to ensure an effective front of house service for the school.

You will be giving immediate help to casualties with common injuries or illnesses, provide administration and monitoring of medical support plans and ensure medical plans for students are in place and shared with staff. You will also act as the schools designated allergy lead, working to ensure that the school meets and exceeds the best practice guidelines laid out in the Schools Allergy Code from The Allergy Team.

Candidates must have a clear idea of how to work alongside staff and demonstrate a collegiate working relationship with others both in school and with outside agencies.

For further information please contact the Human Resources Team either by email [recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or telephone 01296 744351 who will be happy to help.

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

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

Please note we reserve the right to close this vacancy earlier than the specified deadline if the 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.*

# JOB DESCRIPTION

## Raising Achievement Officer – Medical Officer

### Designation of Post within School Structure

Head of School  
Pastoral SLT  
RAO Administrator  
RAO – Medical Officer

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

Sir William Ramsay School requires a RAO – Medical Officer to be someone who is eager and committed to supporting students' health and education. The post holder will be required to communicate with other members of staff to support staff and student relationships. The post holder will establish productive working relationships with students, acting as a positive role model. The post holder also needs to be keen to 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.

#### The Post Responsibilities

- To provide first-line medical assistance to students and staff.
- To be responsible for the delivery of assessment and treatment of minor illness and injuries.
- To be responsible for the storage and administration of medicines.
- To deliver care within the boundaries of the role, focusing on student well-being and health education.

#### Main Responsibilities

- To prioritise health problems and intervene appropriately in complex, urgent or emergency situations, including the initiation of effective emergency care.
- To provide accurate, contemporaneous and complete records of student consultation and drug administration consistent with legislation, policies and procedures.
- To input and update student medical information on Arbor ensuring that it is up to date.

- To identify, support in the writing of, implement and evaluate individual health care plans for students with medical conditions.
- To monitor and evaluate care interventions.
- To see individual students on a referral basis to deliver health education specific to that student's needs.
- To control storage and administration of medication.
- To administer an Epi Pen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received.
- To administer medicines. This is to be in accordance with medical procedures and up to the level of the training received.
- To ensure that all medical information is accurate and recorded in Arbor and AssessNet.
- To ensure the school has appropriate in date first aid equipment around school and that these boxes are stocked appropriately. To ensure that the medical room and its contents are in date, secure, safe and tidy.
- To contribute to the process of the ordering and allocation of equipment and materials in relation to medical requirements
- To maintain and supply in date first aid boxes for school events, e.g. Visits, Sport Days.
- To ensure that medical equipment is serviced annually (ie, hoists, wheelchairs, evac chairs etc)
- To monitor work area and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies and guidelines.
- To ensure infection control measures are adhered to in line with local and national guidelines.
- To undertake mandatory and statutory training.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To deliver opportunistic health promotion as appropriate.
- To share appropriate information on students during transition from Key stages.
- To undertake home and primary school visits where appropriate.
- To co-ordinate all government led immunisation programmes (and Staff influenza vaccinations).
- To help to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).
- To have an advisory/ supportive role for first-aiders in school including promoting the role of first- aider, ensuring there is a rota in place for first-aiders to provide cover for the School First Aider in the event of an emergency across the school, ensuring first-aiders are kept up to date with new equipment and current legislation and arranging training for first-aiders.
- To organise and deliver appropriate medical staff training e.g. Anaphylaxis.
- To ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.
- To co-ordinate and deliver good practice, continuous training and communication of the use of the Automated External Defibrillator.
- To train and supervise all staff dealing with students with severe and complex medical conditions/needs.
- To assist the whole school in raising the profile of the importance of health and welfare.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To support with the delivery of sexual health education where the curriculum allows.

- To contribute in the decision-making process in child protection conferences (where the student has a relevant medical condition).
- To assist the whole school in raising the profile of the importance of health and welfare.
- To liaise with the pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies.
- To attend regular meetings with the Pastoral, SEN and Safeguarding teams as required.
- To promote positive self-esteem amongst students.
- To encourage positive attitudes and good behaviour amongst students.
- To develop social and emotional skills amongst students.

### **Other Responsibilities**

- To promote the School's vision, values and aims.
- To be aware of and comply with the codes of conduct, regulations, policies, procedures.
- To work as part of a team.
- To be generally responsible for safeguarding and promoting the welfare of students.
- To be responsible for own and team health and safety including well-being.
- To actively participate in the School's appraisal system.
- To do Continued Professional Learning as agreed with the Line Manager.

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.



# PERSON SPECIFICATION

All of the competencies outlined below will be evidenced in the application, during the interview and via references.

Person Specification	Essential	Desirable
'A' Level education and/or at least 3 years work experience at this level	✓	
GCSE English (min 'C' grade) or equiv	✓	
GCSE Maths (min 'C' grade) or equiv	✓	
GCSE's (min 'C' grades) or equiv, 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		✓
Experience of working in a busy varied environment	✓	
Experience in working in a role providing first aid or caring responsibilities	✓	
Up to date first aid qualification (training will be provided if required)		✓
Experience of dealing with medical conditions such as Asthma, allergies and diabetes etc		✓

# 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/>

# Benefits of working with IAT

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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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## 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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## 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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## 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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## 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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## 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/>



## 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>



## Free Tea and Coffee

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



## Tusker

As a Trust we offer staff the opportunity to lease a new electric vehicle from Tuskers. This scheme has an impact on pension.

Visit: <https://tuskercars.com/>



## 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/)

## 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/ylesbury](http://www.nuffieldhealth.com/gyms/ylesbury)

## 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>



## 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/)



## 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.

## 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.



## 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)



## 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.

Visit [www.insignis.org.uk](http://www.insignis.org.uk) for more information about IAT, our Governance and Job Vacancies.



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## FOR MORE INFORMATION

For more information about IAT please visit our website. If you are interested in other roles at the Central Team or at one of our schools, please contact our HR Team via email at:  
[HR@insignis.org.uk](mailto:HR@insignis.org.uk)



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