



**Insignis**  
Academy Trust

# CANDIDATE PACK



**Ashmead**  
School

# 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.

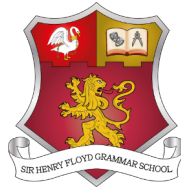
We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed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



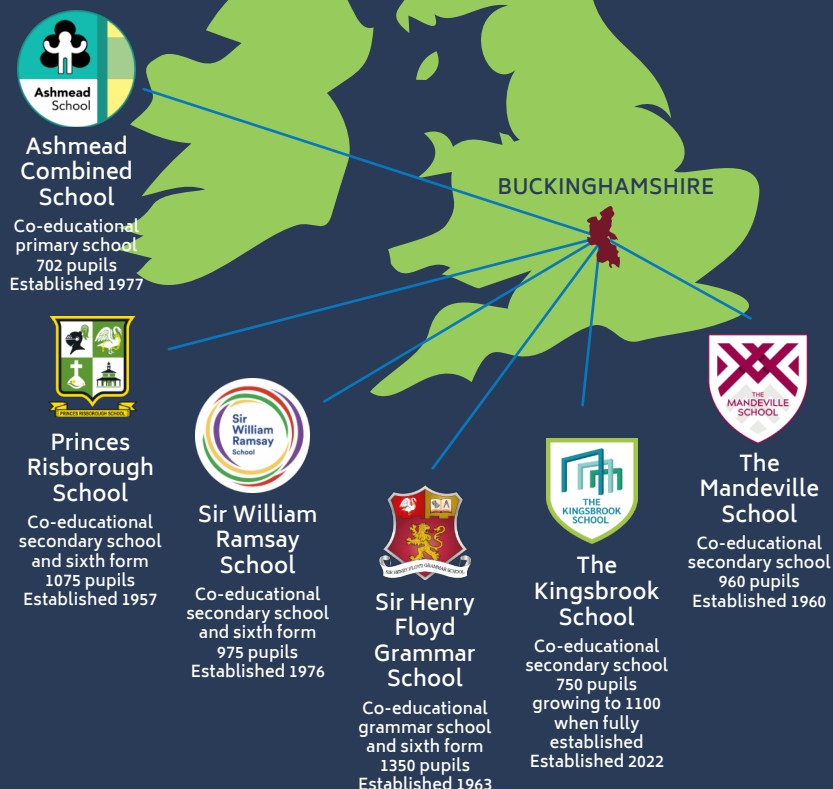
## IAT Aims

- 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***



# Ashmead Combined School

We are looking for an enthusiastic and highly motivated Teaching Assistant to work in our School supporting pupils aged between 5 & 11. The role may involve supporting a the Class Teacher within whole class environments, or supporting an individual pupil with additional needs.

Applicants should ideally have experience of working within a school. We are friendly and forward-thinking school, who pride ourselves on our Outstanding curriculum and enriching, welcoming and safe environment. We truly believe that Ashmead is not just a school but rather, an experience. Each day we enrich children's learning and provide inspiration and excitement through first hand experiences, role-play and the environment.

## About the candidate

- A desire and commitment to work with children
- A positive approach with patience and understanding
- A good understanding of the basic principles of Numeracy and Literacy
- A dedication to raising attainment and progress of pupils with whom they work
- Flair, imagination, creativity and an ability to work effectively as part of a team, to embrace and embed new strategies and approaches to support young people.
- Experience of supporting young people in an educational setting
- The successful candidate will join our friendly and forward-thinking team to inspire, support and challenge children in their learning.

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.



*Ashmead gives its children  
two everlasting things.....*

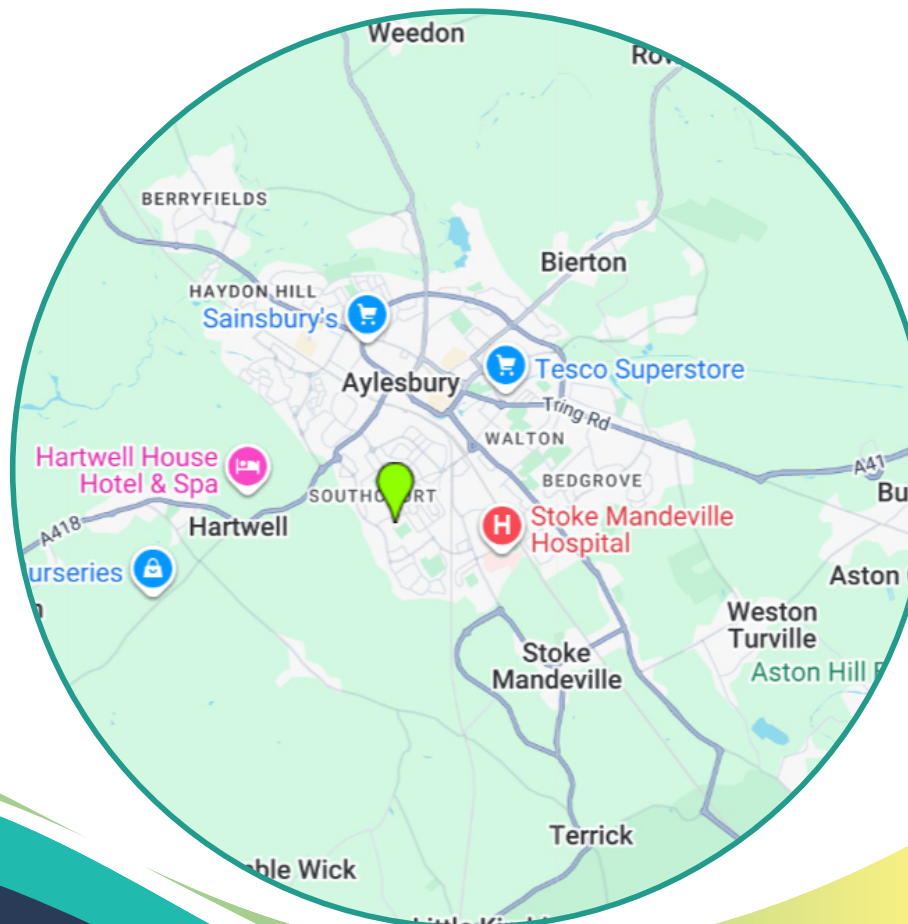
*One is roots, the other  
wings.*

**Ashmead Combined School  
Cole Road  
Aylesbury  
Buckinghamshire  
HP21 8SU**

**[www.ashmeadschool.org.uk](http://www.ashmeadschool.org.uk)**

**01296 484434**

**[office@ashmeadschool.org.uk](mailto:office@ashmeadschool.org.uk)**



**Ashmead  
Combined School**

# JOB DESCRIPTION

## Teaching Assistant

### Reports To:

Governing Body, Head Teachers and Members of Senior Management team

### Role Summary:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Key Tasks and Activities:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, intimate care and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.
- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 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.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Any other tasks as directed by the Co-Head Teacher or other members of the Leadership Team commensurate with the post.

## **General Information**

### **Equality of Opportunity**

- As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

### **Confidentiality and Data Protection**


- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- To contribute as an effective and collaborative member of the School team
  - Any other duties as reasonably required by any manager of the school.
- Participating in the ongoing development, implementation and monitoring of the business plans.
- Attend regular meetings as required and make a positive contribution during meetings.

### **Child Protection**

- Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Professional Conduct
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate
- Safeguard pupils' well-being, in accordance with statutory provisions
- Show tolerance of and respect for the rights of others
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school
- Maintain high standards of attendance and punctuality



**Key Skills and Competencies:**

- Experience of working with or caring for children of relevant age.
  - Good numeracy/literacy skills.
  - Participate in development and training opportunities.
  - Appropriate knowledge of first aid.
  - Use basic technology – computer, video, photocopier.
  - Ability to relate well to children and adults.
  - Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
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# 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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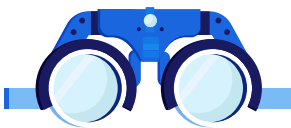
## Nuffield Health

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.



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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)

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

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

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