



Insignis
Academy Trust

CANDIDATE PACK



WELCOME FROM THE CEO

Dear Colleague

Thank you for your interest in a role for the Insignis Academy Trust. Our Trust currently consists of six schools in Buckinghamshire. They are Ashmead Combined School, Princes Risborough School, Sir Henry Floyd Grammar School, Sir William Ramsay School, The Kingsbrook School and The Mandeville School. Further schools are in the pipeline and our medium-term ambition is to be a trust of at least 10 schools.

As an academy sponsor, Insignis Academy Trust is focused on the quality of the educational experience it provides for its students. By joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops and to collaborate with our team to influence Insignis Academy Trust's ethos and processes.

Insignis is a Buckinghamshire Trust and we are committed to supporting the development of educational opportunities for children in the county. We support the community use of our schools and work in conjunction with Active in the Community, the Youth Sports Trust and Sports England on ensuring grassroots clubs have access to our facilities. We also are committed to the Opening School Facilities programme at all our schools.

We are focused on delivering educational improvement in our schools, including providing the appropriate technology for staff and students to learn.

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

I look forward to receiving your application.

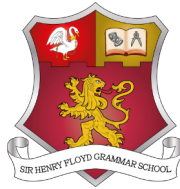
Yours sincerely,

Garret Fay
Chief Executive Officer



Collaborate to Succeed





Insignis - "remarkable" in Latin

Established in 2016, Insignis Academy Trust (IAT) has the primary objective of improving education.

IAT believes that all children should receive a fulfilling, aspirational and successful educational experience. As a Multi Academy Trust and an education charity IAT works locally with schools in Buckinghamshire and currently consists of six schools, Ashmead Combined School (ACS), Princes Risborough School (PRS), Sir Henry Floyd Grammar School (SHFGS), Sir William Ramsay School (SWRS), The Kingsbrook School (TKS) and The Mandeville School (TMS). The intention of IAT is to grow and collaborate with other schools and trusts to create a significant enhancement to the education of students locally.

The IAT motto is: Collaborate to Succeed

Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.

The Trust is managed by a Board of Trustees who are responsible for strategic direction as outlined in the Strategic Plan and have financial accountability for the use of public funds within our educational remit. The Trust has a number of committees, which operate across the Trust and report directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are committees of the Trust Board and work with the school leadership to support, challenge and improve pupil progress, academic outcomes, attendance, behaviour, safeguarding, and personal and social development of our students. Our LGBs also act as a key link for stakeholder engagement within our schools. They monitor the work of the school, ensuring it is providing high-quality education to students, and ensure that policies and guidelines set clear working parameters, including for the safeguarding of students.

The LGBs are informed and assisted by key members of each school's Senior Leadership Team, whilst also reserving the right to call on all members of staff to assist them in delivering the school's objectives.

**'Support of my colleagues
all across the school.'**

IAT Vision

- To provide an exceptional educational experience for young people

IAT Values

- A collective responsibility for the education and personal development of all students within the Trust.
- A fully inclusive approach, maximising the potential of every student in a nurturing and challenging educational environment.
- An ethos of life-long learning and personal development enabling students to gain life skills and academic qualifications.
- A culture of well-being and safeguarding to support staff and students to be 'remarkable'.



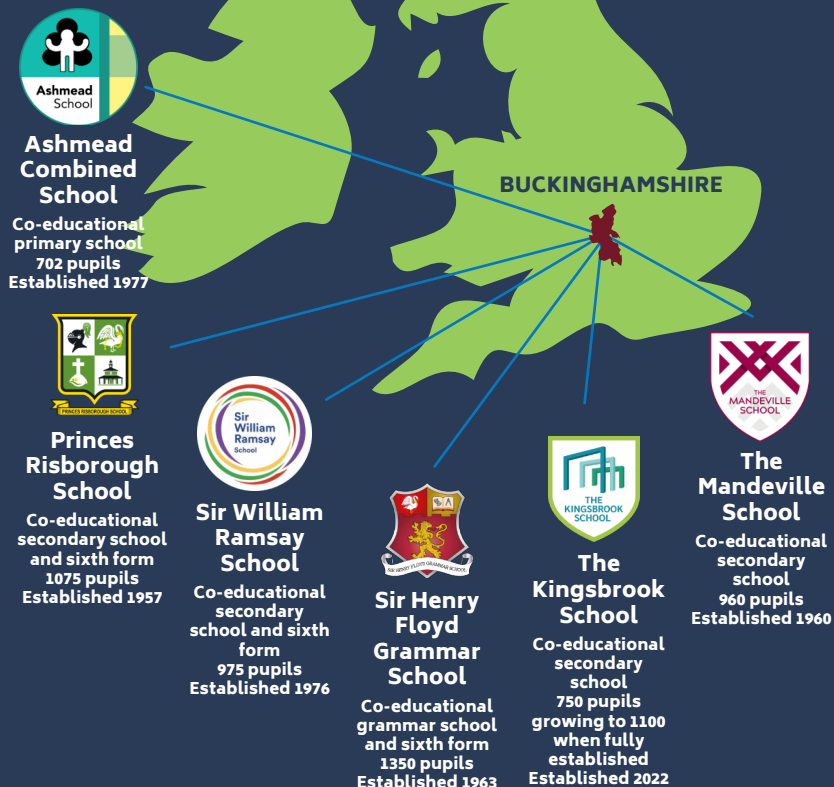
IAT Aims

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

FUTURE GROWTH

Insignis Academy Trust aims to grow as a MAT, however, we are committed to growing in Buckinghamshire. Trustees have approved a Trust Growth Plan that would see us grow to 10 schools. We are committed to growing a Trust of both Primary and Secondary schools across the county.

Our Location



Collaborate to Succeed



The Mandeville School

Are you a highly motivated person who is passionate about helping young people thrive? Are you committed to helping our students achieve their full potential? Do you want to join us on our journey to becoming an outstanding school? If so, this could be the job for you.

An exciting opportunity has arisen to join the Senior Leadership Team at The Mandeville School. We are deeply committed to providing students with an environment in which they can achieve and truly flourish. This would be a fantastic opportunity for someone looking to begin their journey in senior leadership.

The successful candidate will work alongside the Deputy Headteacher and wider SLT to create an environment where learning thrives and students maintain the highest standards of behaviour.

We are seeking to appoint an enthusiastic and inspirational individual, who has a clear vision and strong leadership to build upon the schools' achievements.

We would like you to be an outstanding teacher, to be a strong and sensitive leader who others follow, to have high expectations of yourself and our students. You should be a team player willing to contribute to all aspects of school life and to have made a significant impact in your current role. You will be able to assist the Head of School and Deputy Head in any aspect of their work and to be a strong presence around the school. You must be a clear strategic thinker, whilst at the same having the attention to detail, as well as the operational oversight that makes sure that routines and communication are effective.

A strong candidate will be confident in leading any aspect of school life. The specific duties of the post will be negotiated with the successful candidate. You will be enthusiastic and passionate about the role and excited about the prospect of leading The Mandeville School into a future you will help define.

The school

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

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

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.

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.

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.

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 expects staff and volunteers to share this commitment.



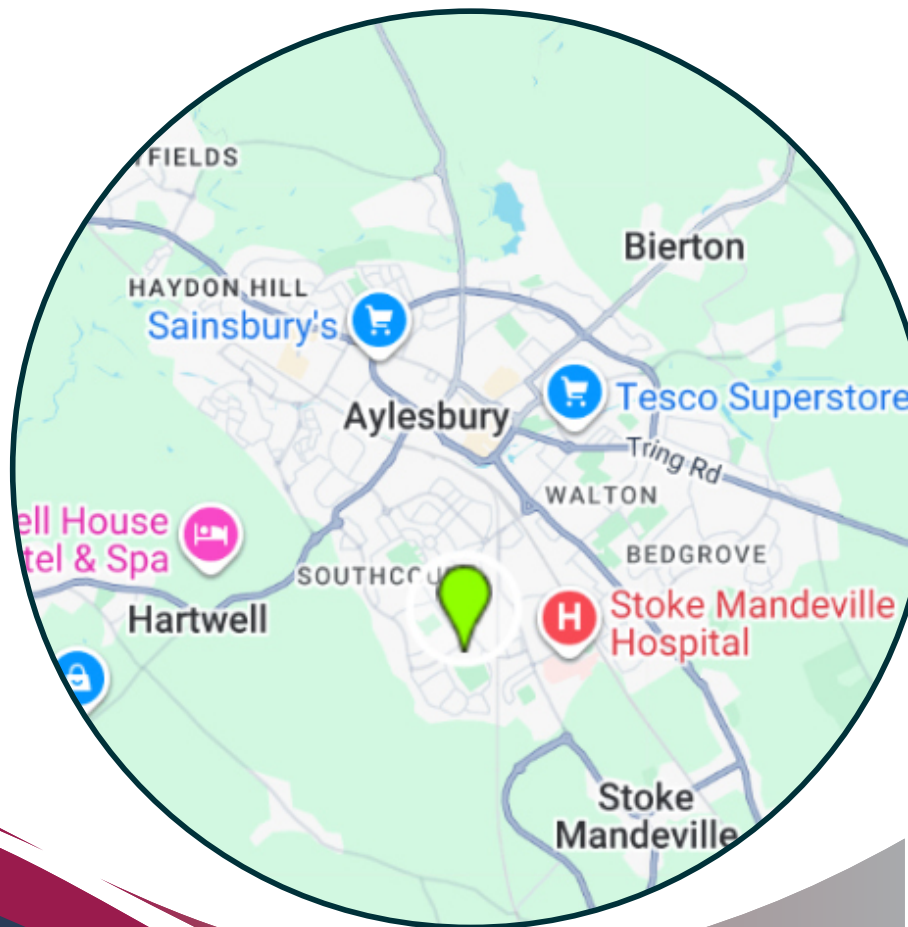
**Believe.
Achieve.
Succeed.**

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

www.mandeville.bucks.sch.uk

01296 745400

office@mandeville.school



**The Mandeville
School**

JOB DESCRIPTION

Assistant Headteacher SENDCo

Executive Headteacher / Head of School

Deputy Headteacher

Assistant Headteacher SENDCO

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

The school requires its SENDCO to be a well-qualified, enthusiastic teacher, who is eager and committed to supporting students' education. This role includes the line management of the teachers and Support Staff in the SEND Department, the strategic development of the subject area and the continued improvement of SEND student's attainment from KS3 to KS5. This role also requires a post holder who is passionate about developing the schools CPD offer and the fostering of a school-based research culture. The SENDCO role is a whole school role covering Year 7 up to and including Sixth Form. The SENDCO will also manage the school inclusion provision and line manage the Inclusion Manager. The SENDCO will also be required to train as a Designated Safeguarding Lead.

This role will also require the post holder to work across IAT schools supporting other SEND practitioners.

Role and Responsibilities

The Post

- Carrying out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, including meeting all of the current Teaching Standards and duties under the reasonable direction of the Head of School.
- To line manage the day to day work of the SEND Department and Inclusion Team, ensuring all of the team are up-to-date and informed about the current specific requirements of the school
- To ensure staff and students are clear about SEND responsibilities and their influence on SEND student's targets, assessments and the schools overall commitment to improving all students' attainment through better progress.
- To work with senior leaders responsible for Teaching and Learning and Curriculum to further develop the schools SEND CPD offer for all staff.
- The behaviour needs of SEND students are fully supported.
- The SENDCO will be a member of the school's SLT to provide high level strategic management and operational direction in relation to SEND education. The SENDCO will therefore attend all SLT Meetings and contribute to the

agenda.

- To act as a coach and appraiser to members of the department, to enable all teachers to teach quality first lessons.

Reporting to the Head of School

- Responsible for: the development of a successful SEND Department provision that enables the students of The Mandeville School to exceed their potential.
- Liaising with: Head of School, SLT, PSHCE Coordinator, other HODs and all other relevant staff.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in accordance with staffing levels and priorities.
- Identify and adopt the most effective teaching approaches for students with SEND and share approach with colleagues.
- Monitor teaching and learning activities to meet the needs of students with SEND.
- Identify and teach study skills that will develop students' ability to work independently.
- Liaise with other agencies schools/local schools and those in the UK to ensure continuity of support and learning when transferring students with SEND.

Operational/Strategic Planning

- To manage the performance of all members of the SEND department.
- To support the development of a robust SEND curriculum model that enables students at The Mandeville School to be both challenged and successful.
- To coordinate the introduction of programmes of study at all key stages that has the expectation of the schools Good Progress Measure at its heart.
- To coordinate the observation programme, coaching programme and annual reviews for all those in the SEND department
- To monitor the quality of support and guidance for those in the SEND department to ensure everyone is fully informed of the most appropriate pedagogy and the schools priorities.
- To ensure that all National and Local procedures are followed in relation to the preparation of students for examinations (including internal exams) including leading on the process of Access Arrangements for students.
- To coordinate a programme of support for those students who are not yet making adequate progress.
- To maintain and develop partnership agreements with external agencies who can benefit the provision of SEND department teaching at The Mandeville School As well as the local SEN team this might include, local Teaching Schools Hub and partner schools. To update the staff handbook section for new staff and to contribute to new staff/NQT induction processes.
- To insure all school policies are implemented fully and to hold to account those who may not follow the procedures of the school.
- To coordinate the schemes of learning in SEND Department.
- To evaluate the impact of the department's performance and the performance of its practitioners.
- To complete a Development Plan this is to be reviewed throughout the year.

- To remain up to date on national and local developments in teaching, SEND and be fully involved in the planning for future developments.
- To ensure the schools SEND provision is Ofsted ready in relation to the necessary documentation and evidence required, specifically for Section 5, 8, and themed inspections.

Staffing

- To work with the appropriate Head of School to ensure that staff training needs are identified in a timely manner and appropriate training opportunities are available.
- To continue own professional and personal development.
- To participate in the interview process for teaching posts when required, to ensure effective induction of new staff, including newly qualified teachers, into the department.
- To ensure all departmental staff understand the importance of safeguarding and how to make a referral. This includes all areas of safeguarding including the prevent agenda and FGM.

Leadership and Management.

- Ensure the school IEP register is up to date and all stake holders are fully informed about support programmes in place/planned.
- Ensure IEPs are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to students with SEND and understand the importance of QFT taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group.
- Take the lead in constructing the schools provision map ensuring intervention programmes target the right students and staff expertise is deployed appropriately.
- Provide training opportunities for learning support assistants, teachers and other stake holders to learn about SEN and work with other colleagues to deliver training on specific intervention programmes.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of students with SEN and advise the Head of School of priorities for expenditure.
- Contribute to Senior Leadership Meetings on the effectiveness of SEND provision in the school and be prepared to share this information with other stake holders.
- Take the lead in liaising, co-ordinating and managing all external support offered to school locally and from the agency.

Recording and assessment.

- Work with colleagues to set challenging targets for raising achievement among students with SEND.
- Ensure robust tracking systems are in place to collect and interpret specific student level assessment data allowing the school to identify value- added by its quality first teaching programme and intervention strategies.
- Set up systems for screening students at "point of entry" identifying, assessing and reviewing provision for SEND children once identified.

- Update the Head of School on the effectiveness of provision for students with SEND.
- Develop understanding of learning needs and the importance of raising achievement among students.
- Attend IEP review meetings, parent evening consultations keeping parents informed about their child's progress.

Standards and quality assurance

- This content is no longer current and was archived on 14 June 2016. For the statutory guidance on the special educational needs and disability (SEND) system please visit: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances.
- Uphold the school's behaviour code and uniform regulations.
- Participate and deliver staff training.
- Attend team and staff meetings.
- Develop links and agency staff and neighbouring schools.

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.

This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process.



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
Degree in appropriate subject area	✓	
QTS	✓	
Evidence of completion of the National SENCO Qualification or a willingness to complete the qualification within the two years after appointment.	✓	
Excellent subject knowledge	✓	
Evidence of continuing professional development	✓	
Understanding of self-evaluation and monitoring	✓	
Use of ICT in teaching	✓	
Up-to-date with current developments in SEND legislation and approaches.	✓	
Experience of organising extra-curricular activities including successful interventions	✓	
Knowledge of school Self Evaluation processes	✓	
Excellent Interpersonal skills with a range of stakeholders and external agencies	✓	



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.

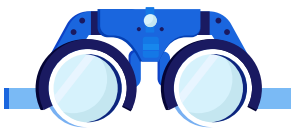


Nuffield Health

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.



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

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