



**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 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.

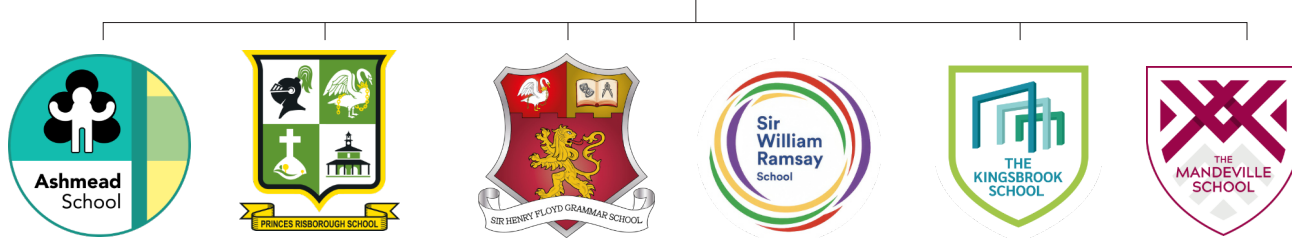
Yours Sincerely,

**Garret Fay**  
*Chief Executive Officer*



*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. 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.



**'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.



## Our Location



**Ashmead Combined School**  
Co-educational primary school  
702 pupils



**Princes Risborough School**  
Co-educational secondary school and sixth form  
972 pupils  
Established 1957



**Sir William Ramsay School**  
Co-educational secondary school and sixth form  
1037 pupils  
Established 1976



**Sir Henry Floyd Grammar School**  
Co-educational grammar school and sixth form  
1230 pupils  
Established 1963



**The Kingsbrook School**  
Co-educational secondary school  
Established 2022



**The Mandeville School**  
Co-educational secondary school and sixth form  
1050 pupils  
Established 1960



***Collaborate to Succeed***



# Sir William Ramsay School

An exciting opportunity has arisen to join the team at Sir William Ramsay School as Head of Business. We are deeply committed to providing students with an environment in which they can achieve and truly flourish.

The successful candidate will lead the Business team, working alongside the SLT and our student support team, to create an environment where learning thrives, and students maintain the highest standards of behaviour. Sir Williams Ramsay School is committed to the safeguarding and wellbeing of its students and expects all staff to do the same.

The job description for the role outlines the initial expectations of the successful candidate.

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

## **How to apply:**

Please use the link below to find further details of the position and to apply:

<https://www.insignis.org.uk/Vacancies/>

For any enquiries relating to the position please contact the Trust's Human Resources Team, either by email ([recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk)) or by telephone (01296 744351), who will be happy to help.

Visits to the school are warmly welcome. To arrange a visit please contact our school office on 01296 484434.

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

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.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



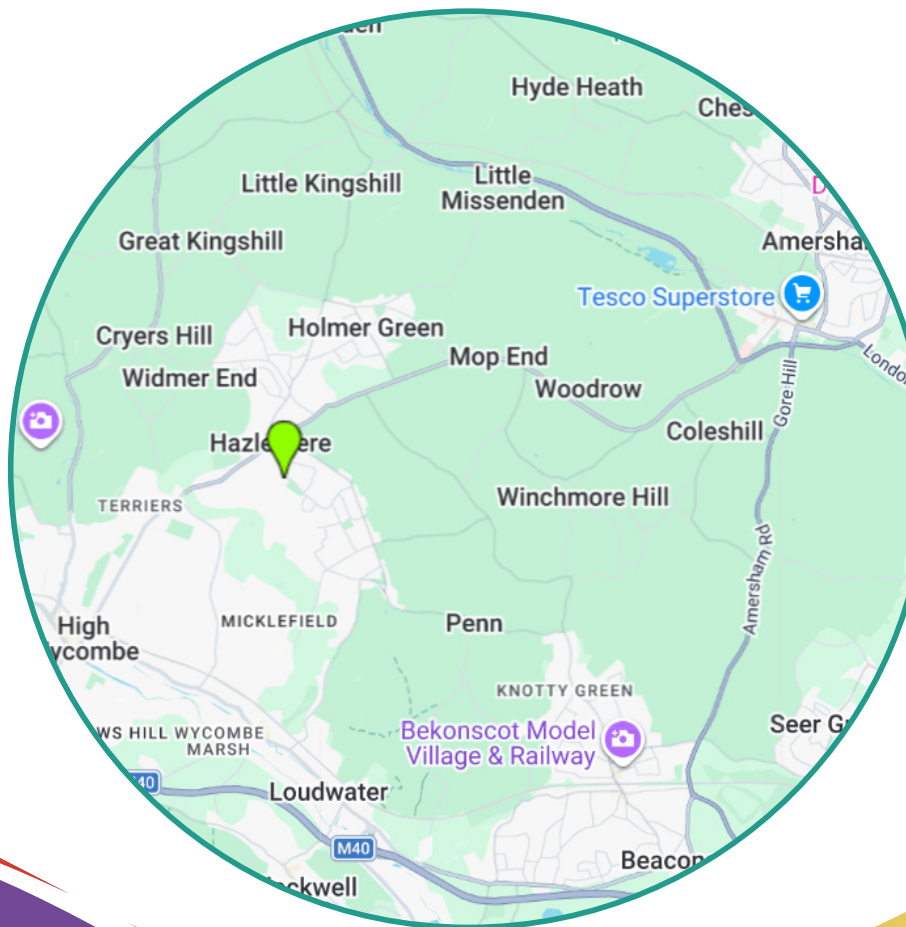
**Be.**  
**Grow.**  
**Fly.**

**Sir William Ramsay School**  
**Rose Avenue**  
**Hazlemere**  
**High Wycombe**  
**Buckinghamshire**  
**HP15 7UB**

[www.swr.school](http://www.swr.school)

**01494 815211**

[office@swr.school](mailto:office@swr.school)



**Sir William**  
**Ramsay School**



# JOB DESCRIPTION

## Head of Business

**Executive Headteacher**

**Head of school**

**Deputy Head of School**

**Head of Business**

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**

#### **The Post**

The Insignis Academy Trust is a growing multi-academy trust based in Buckinghamshire. One of our primary goals is to drive efficiencies across all schools within the trust to bring value for money, sustainability and controls across our growing estate.

The Sir William Ramsay School requires all its teachers to be well-qualified, enthusiastic professionals, who are eager and committed to supporting students' education. This role includes the line management of the teachers in a department, the strategic development of the subject area and the continued improvement of student's attainment in the subject 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. We also believe that parents are a key group that would benefit from regular academic information to ensure they understand the way and the information their child is learning.

### **Post Purpose**

To make a major contribution to the strategic priorities of the school through:

- proactively working towards the school's vision.
- holding others in the different subject areas to account
- creating a positive and collective team spirit within the department
- conducting performance management reviews professionally and in line with school policy
- participation in whole school innovations and dynamic teamwork
- the design and implementation of an appropriate curriculum provision which meets the diverse needs of students and ensures effective academic progress according to individual and national targets to reach at least floor standards and beyond.
- the leadership and management of a learning team and technicians.
- the maintenance and development of effective home-school liaison.

## Role and Responsibilities

### *Student Academic, personal, social & Spiritual Welfare, Progress and Guidance:*

- promote the school vision and values through the subject/curriculum areas within the department.
- review curriculum development planning annually based upon examination results/target setting.
- set challenging performance targets for students within the department's discrete subjects
- produce departmental and curriculum development planning and an annual SEF that is updated regularly throughout the year.
- promote an ethos of teamwork, wellbeing and enjoyment within the team.

### *The Leadership and Development of the Subject team and Communications:*

- set and maintain high expectations, lead by example and be a visible leader.
- ensure that the second in department is held to account and deputises proactively and effectively.
- challenge, mentor and support colleagues who work in the curriculum areas within the department.
- continually update technical and professional knowledge across the curriculum areas and keep abreast of the wider educational agenda.
- work alongside SLT to monitor and improve the quality and provision of teaching and learning in own subject area/s but also across the whole school.
- engage in whole school innovations and initiatives.
- to lead the department's co-curricular provision and promote participation.
- to support members across the curriculum team regarding all student matters.
- to ensure all members of the team are aware of their curriculum targets, that these are understood and achieved by staff and students.
- to ensure there is an environment conducive to good teaching and learning is in place with adequate specialised equipment, safe machinery, furniture and display.

### *Monitoring, Review and Subject Development:*

- monitor the marking and assessment of students' according to school policies.
- ensure internal and external assessment and examinations procedures are conducted through a well-managed process according to school policy.
- ensure data is used accurately by the team to facilitate effective planning for progression from Years 7 to 13, monitoring of learning, and track the team's performance and trends.
- oversee the compilation and checking of students' assessment recording and reporting within the curriculum area/s.
- ensure there is consistent application of School's Behaviour Policy, Rewards and Sanctions. and take appropriate actions autonomously, and swiftly, in line with school policy.



### *Quality Provision of Teaching and Learning:*

- ensure there is an environment that is conducive to good teaching and learning is in place with adequate specialised equipment, furniture and display.
- manage the budget and finances in accordance with school policy and ensure effective deployment of all resources.
- be proactive with curriculum development and planning for the subject/s in line with national directives and work with partners in Insignis Academy Trust and beyond.
- plan an effective and inclusive curriculum regarding all learners, including specific groups such as students with SEND.
- review and develop schemes of work taking account of local and national initiatives and the needs of the students.
- monitor the quality of teaching and learning in the curriculum area through the incremental coaching programme, lesson observations, work scrutiny and learning walks within the school calendar allotments but also autonomously.
- Communication with Parents/Carers, Students and other Stakeholders:
- ensure parents/carers are fully informed and involved in their child's progress through the school's regular reporting process.
- ensure that Trust representatives and Local Governing Board members are communicated with as and when required.
- liaise with other Learning managers, SLT, data manager and SENDco as and where appropriate.
- attend Subject Leader meetings.
- attend SLT meetings as appropriate on request by the SLT.
- attend Consultation evenings, Award and Option evenings and other designated after school events.
- provide reports for The Governing Board as requested by The Head of School.

### *Line & Performance Management:*

- ensure all members of the team are aware of their students' curriculum targets, that these are understood and achieved through quality first wave teaching
- hold annual performance review meetings with allocated members of the teaching and technician team and support and monitor progress against targets throughout the year.
- oversee and direct work of colleagues including the second in department where appropriate.
- hold regular learning team meetings and submit accurate minutes promptly.
- attend regular line management meetings with link SLT and full SLT meetings as required.

### **Additional duties for this post**

- work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the Head of School.
- attend school events and activities as required by the Head of School
- represent the school at external meetings and other events as required

- contribute to the school's programme of co-curricular activities centred on Sir William Ramsay School.
- promote equality and opportunity for all students and staff, both current and prospective
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors
- engage actively in the appraisal process
- adhere to policies as set out in the school's Staff Handbook
- to undertake additional duties as reasonably requested by The Head of School.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post-holder's role within the school.



# Person Specification

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

Person Specification	Essential	Desirable
Experienced and capable classroom practitioner (with QTS and higher degree (BA or equivalent))	✓	
Range of experience of tutoring and dealing with student issues	✓	
Up to date with current developments in student care and welfare and in raising pupil achievement	✓	
Ability to use Google Drive, forms		✓
Ability to confidently use Microsoft Officer tools (Excel, Word & PowerPoint)	✓	
Strong communication skills, verbal and written	✓	
Highly organised and efficient		✓
Positive outlook and willing to learn	✓	
Data inputting, an advantage but not essential		✓
Committed to supporting and developing the values and ethos of the school	✓	
A strong, demonstrable commitment to the academic, personal, social and spiritual development of students	✓	
Able to use data effectively to assess prior attainment, track progress and set pupil targets	✓	
Able to inspire, lead and support others	✓	
Committed, hardworking and enthusiastic	✓	
Evidence of use of CPD to inform practice and commitment to further training and CPD as required	✓	
Creative and innovative, and able to manage change	✓	
Evidence of continued professional learning through NPQML, master's degree or equivalent		✓
The potential to move on to Senior Leadership		✓

# 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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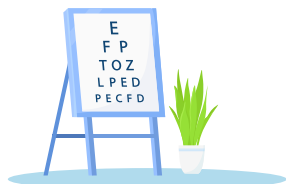
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## Extras Discount Scheme

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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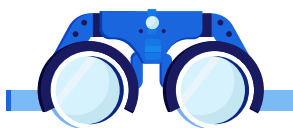
## Nuffield Health

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.

- **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](mailto:recruitment@insignis.org.uk) or  
Telephone: 01296 744351.



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Academy Trust

### 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](https://www.insignis.org.uk)**



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