

Chief Executive Officer Recruitment Pack

Our schools

Please click on the logos below to access the Trust and school websites



Princes Risborough School



Aspire & Achieve



Sir Henry Floyd Grammar School



**Working Together to
Inspire, Challenge & Achieve**

Insignis Academy Trust

Contents

Welcome from the Chair of Trustees	Page 3
Insignis Academy Trust	Page 4
Job Description	Page 6 & 7
Person Specification	Page 8 & 9
How to Apply	Page 10



Insignis Academy Trust

Welcome message from the Chair of Trustees

Dear Potential Applicant

I am delighted that you have expressed an interest in applying for the Chief Executive Officer role at Insignis Academy Trust (IAT).

The primary aim of IAT is to create a significant enhancement to local education. IAT is a Multi Academy Trust currently comprising of two secondary schools. The Trust's vision is to improve and enhance the educational experiences and life chances of its students through the provision of a high quality, broad education.

By stretching students academically and also enriching their wider development, IAT aims to prepare them to become successful adults who will make a positive contribution to society. IAT, therefore, places a real importance on the breadth of curriculum available to all our students.

We are currently working with over 2200 students and are now looking to grow and develop our strategy with the collaboration of other schools. As such, we are at an exciting stage in our journey and are seeking an exceptional leader who will work with us to support and develop the Trust and all its stakeholders.

A key responsibility of the new CEO will be to grow the Trust. The CEO will also ensure the continuing improvement of the educational outcomes and life experiences of students within the Trust, whilst developing consistency and collaboration across the Trust.

Our choice of name for the Trust is key to our ambition – “Insignis” – is Latin for “outstanding” which is what we strive for all our schools to achieve.

I am very much looking forward to working with the successful candidate, our Headteachers, Trustees and Governors across the Trust to share our strengths and support each others' improvement journeys.

Gaynor Bull
Chair of Trustees
Insignis Academy Trust

Insignis Academy Trust

Collaborate to Succeed

The Trust

Insignis Academy Trust (IAT) currently comprises of Princes Risborough School (PRS) and Sir Henry Floyd Grammar School (SHFGS). We have 2200 students on roll and employ 250 staff. PRS is approximately 10 miles from SHFGS, which is based in central Aylesbury.

IAT Vision

To improve the quality of educational experiences of 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 personal development enabling students to gain life skills and a positive approach to well-being alongside academic qualifications

IAT Aims:

- To provide an exceptional 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 recruit and invest in continuing professional development of quality staff
- To utilise best practice to drive school improvement across the Trust
- To grow to at least three schools within five years
- To maintain a strong commercial skill base at board level and knowledgeable, experienced governors on local governing bodies

Insignis Academy Trust

Buckinghamshire has a selective system of secondary education. Almost all primary school children sit an 11+ test in Year 6 and vast majority of those who gain a qualifying score choose to go to a grammar school. The educational experiences of students in Buckinghamshire can differ between grammar and upper schools. IAT aims to challenge and change this inequality and achieve exceptional educational experiences across all schools within the Trust.

We are confident that our school improvement plans will succeed. IAT aims to grow to transform the quality of education of young people in our area.



Insignis Academy Trust

Chief Executive Officer: Job Description

The Trustees of Insignis Academy Trust (IAT) expect the Chief Executive Officer to work within the framework provided by the **“National Standards of Excellence for Headteachers (2015)”**, which define high standards applicable to all senior leadership roles within a self-improving school system.

Key Responsibilities

- Provide motivational and inspirational leadership at all levels of the Trust
- Uphold the Trust vision, develop and implement the Trust strategic plan
- Oversee school improvement activities across the Trust
- As Accounting Officer ensure that financial systems support the most effective use of resources
- Ensure the Trust complies with educational and other legislation

Strategic Leadership

- Collaborate with the Trustees in the development of the Trust strategic vision
- Ensure the success and growth of the Trust by implementing the strategic plan
- Identify the Trust’s priorities for continuous improvement and for raising standards to ensure equal opportunity for all students
- Lead the growth and development of the Trust including leading due diligence processes for potential new member schools
- Evaluate the Trust Schools’ performance and take necessary steps to ensure their performance meets the standards set
- Represent the Trust in the wider local and educational community including the RSC office, the Local Authority and local schools so that opportunities for growth are maximised
- Develop an annual Business Plan that is aligned with the self-evaluation and development plans of the schools within the Trust
- Take responsibility for all school improvement initiatives across the Trust

Management

- Take responsibility for the Performance Management of Headteachers and the Chief Operating Officer (COO)
- Be responsible for the management, organisation and administration of the Trust
- Hold Local Governing Bodies to account in developing their schools in line with the Trust’s strategies
- With the Trust Board and COO ensure that risk management is robust and that risk registers of the Trust and individual schools are aligned
- Ensure that staff are developed fully and undertake continuous professional development
- Promote the activities of the Trust internally and externally

Insignis Academy Trust

Job Description Continued

Safeguarding, Policies and Compliance

- Take responsibility for ensuring that safeguarding and child protection in all schools is highly effective.
- Ensure that trust-wide policies are reviewed systematically and understood by schools
- With the COO, ensure that the Trust meets all statutory requirements and requests for information as required by Companies House, the DfE, the ESFA and the Charity Commission
- Ensure that the Trust is fully GDPR compliant

Financial and Resource management

- Undertake responsibility as Accounting Officer for the Trust as outlined in the Academies Financial Handbook of the Education Funding Agency (EFA)
- Ensure the Trust complies with the requirements and regulations as specified in the Academies Financial Handbook (EFA), the Trust's Funding Agreement, The Companies Act 2006 and the Charities Commission Guidance for Academies
- Ensure that resources are used effectively to achieve the Trust's aims and sustain long term financial viability
- With the COO, be accountable for asset and facilities management across the Trust

This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.



Insignis Academy Trust

Person Specification

The Trustees of Insignis Academy Trust are looking for a person of exceptional calibre to lead our developing trust.

In essence the ideal candidate will be a creative, innovative and inspirational leader and thinker, who can build on the Trust's achievements and secure the full engagement of staff and other stakeholders in the delivery of our strategic aims.

You will be enthusiastic and passionate about the role and excited about the prospect of leading Insignis Academy Trust to deliver a significant enhancement to the education of students in our local community.

Qualifications
Degree and/or recognised educational or professional qualification
Recent and relevant continuing professional development

Experience
At least 5 years proven track record of successful leadership in education
Demonstratable success in managing and leading, motivating and inspiring effective teams
Strong academic and intellectual credentials to command the respect of staff, students, parents and the wider community
Successful track record of strategic planning and budgetary management
Evidence of leading and successfully implementing change
Proven experience of collaboration with other institutions

Insignis Academy Trust

Person Specification Continued

Skills and Knowledge
Strong strategic abilities coupled with a proven ability to translate these into clear, coherent plans
Clear understanding of the current educational landscape and awareness of the statutory educational framework, policies and legislation
Evidence of personal contribution to the improvement of academic attainment
Proven experience of engaging and building relationships with a wide range of stakeholders, both internal and external
First-class communication and interpersonal skills with high levels of emotional intelligence, resilience and self-awareness
Sound and reasoned judgement, being prepared to take decisive action as necessary
A strong appreciation of the business aspects of school leadership including effective and efficient financial management
Evidence of a rigorous approach to accountability for student learning outcomes
The ability to identify opportunities and take the initiative

Leadership Style and Personal Attributes
Highly effective and credible leader, who inspires the respect and support of others
Consistency of judgement and high personal integrity
Excellent interpersonal and communication skills
A creative strategic thinker
Excellent relationship management, building effective working relationships at all levels, reinforcing partnerships
The ability to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, inspire staff and strive for continuous improvements

Insignis Academy Trust

If you would like further information, or to arrange a visit, please contact Catherine Wiles, HR Manager, Insignis Academy Trust.

tel: 01296 744351
email: hr@insignis.org.uk

How to apply

Candidates must complete the application form accompanied by a letter of application that provides evidence of your fulfilment of the person specification.

All applications are to be sent to Catherine Wiles no later than

12 Noon on Thursday 16th April 2020

at the address below

or

email: hr@insignis.org.uk

Interviews will be held on Thursday 23rd and Friday 24th April 2020

We reserve the right to research applicants on social media platforms and the internet, and the Board of Trustees may take this information into consideration during the recruitment process.

INSIGNIS ACADEMY TRUST
PO Box 1128
Aylesbury
Buckinghamshire
HP20 9NE

www.insignis.org.uk

