



Active  
Learning  
Trust

**Candidate Pack**  
Student Support Assistant  
April 2026



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# Dear applicant



*Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.*

*At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.*

*We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.*

*If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.*

*With warm regards,*



**Lynsey Holzer**  
Chief Executive Officer

# Active Learning Trust

## Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 21 schools in East Anglia, serving over 8,600 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

## Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

## Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists that are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so you can focus on making a real difference in our schools and beyond.

## Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



**I aspire, we achieve**



**We're curious, creative and bold**



**A family, not a house share**



**Comfortable being candid**



**Humour, humility, humanity**



“

*ALT creates environments where professionals can be bold and courageous in their practice, bringing about excellent outcomes for both students and staff. Our students receive the best standard of education from practitioners who are motivated to give their best as they are supported by a Trust that treats all with humanity, humility and humour!*

*More personally, I'm grateful for the CPD and career opportunities presented to me, that have allowed me to grow from an NQT into a Headteacher in 8 years.*

**Louise Creed**  
Headteacher, The Albert Pye  
and Ravensmere Schools Federation

# Our Schools

Active Learning Trust encompasses 21 schools across East Anglia – eight in Cambridgeshire, 12 in Suffolk and two in Norfolk.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, Norfolk & North Suffolk, and mid Cambridgeshire. This allows the Trust to apply 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for our teams and continues to develop further over time.

For more information on our schools, please visit our website.

[View our schools](#)



# Job Vacancy

## Student Support Assistant

### Supporting children to feel safe, cared for and ready to learn, every single day.

We are looking for a Student Support Assistant to join our team at Highfield Ely Academy, an inclusive school serving its local community in Ely. This role sits at the heart of our commitment to ensuring every child can access learning with confidence and dignity. Working closely with teachers and specialists, the postholder will provide calm, practical and compassionate support to pupils with additional needs, including personal care and medical support aligned to individual plans. It is a role for someone who values teamwork, understands the importance of trust and consistency, and believes that thoughtful, respectful support for children makes a difference far beyond the classroom.

### Summary of Key Responsibilities

- Provide personal care and medical support to pupils in line with EHCPs and care plans, including toileting, feeding and hygiene
- Support non-ambulant pupils safely using appropriate manual handling and equipment
- Work collaboratively with teachers and specialists to support pupils' daily wellbeing and inclusion in learning
- Supervise pupils during lunchtimes and play, promoting safety, positive behaviour and welfare
- Maintain accurate records and follow safeguarding, health and safety and confidentiality procedures at all times

### Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Join an experienced group of people that are fully dedicated to delivering the best for our children.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and local government pension scheme.

### Contact

If you would like an informal discussion about the role, or for more info, please contact Pippa Edwards, School Business Manager, at: [pedwards@highfield.cambs.sch.uk](mailto:pedwards@highfield.cambs.sch.uk)



**Highfield Ely  
Academy**

### Location

Ely, Cambridgeshire

### Contract

Permanent, Part-time  
20 hours per week  
38 weeks per year

### Salary

ALT Grade C  
£25,816 (FTE)

### Closing Date

Tuesday 2<sup>nd</sup> June 2026

### Interviews

Friday 12<sup>th</sup> June 2026

# Job description

## Student Support Assistant

**Salary:** ALT Grade C  
**Academy Site:** Highfield Ely Academy  
**Reporting to:** Department Leader

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### Main purpose

Under the instruction and guidance of teaching staff, to support the personal care and medical needs of pupils in relation to their EHCP's and Personal Care Plans, including but not limited to feeding, toileting, administration of medical support, medicines and hoisting of pupils.

### Duties and responsibilities

- To attend to the personal, self-care and medical needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make this part of the learning experience. This includes assisting with toileting, other hygiene needs, help with dressing and/or assisting with feeding
- To assist with non-ambulant students – manual handling, hoisting and pushing wheelchairs
- Assist with programmes of special care such as physiotherapy or hydrotherapy under the direction of the appropriate specialist within the academy or class teacher according to the students' individual plans.
- To promote and support the inclusion of all pupils.
- Keep records related to personal care under the direction of class teachers and following academy procedures.
- Assisting pupils during lunch times with tasks such as opening food containers, cleaning up spills, and resolving minor disputes.
- Ensuring that pupils follow academy rules and behaviour expectations, referring any issues to the class teacher
- Monitoring the playground and other areas where pupils eat lunch to ensure a safe environment
- Ensure that pupils who suffer an injury or accident are dealt with appropriately in accordance with the academy's agreed procedures.

### Pupil Behaviour and welfare

- Supervise activities relating to midday meals as well as other activities that take place during the day
- Maintain the health, safety, welfare and safeguarding of pupils during the day

## **Pupil dining**

- May set out tables and chairs for the eating of lunch and clear them away
- May wipe down tables and clean dining areas between meals
- May clean up spillages of food or liquid during the meal service

## **Resources**

- May set out and store equipment
- Responsible for own careful and safe use of equipment
- Cleaning personal care equipment and reporting any maintenance issues
- Reporting low stock levels of personal care equipment/resources to the appropriate person

## **Systems, policies, and procedures**

- Report any incidents and deals with any injuries in line and deals with academy policy
- Adheres to the academy's behaviour management and safeguarding policies and other relevant policies, logging any child protection concerns promptly
- Participate in performance management arrangements and undertake training and development activities as applicable to the role.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential or sensitive information.

## **Team involvement**

- May demonstrate own duties to new or less experienced staff
- To work collaboratively with colleagues as part of a professional team, in particular the class teacher and other teaching assistants; working at all times within the academy's policies and procedures.
- To undertake tasks of a similar nature and level, as directed by the Leadership Team.

## **Building professional relationships**

- Communicates with pupils during the day which includes such things as encouraging a healthy meal selection, overseeing play activities, and managing behaviour
- Exchanges information with staff about incidents and pupil behaviour

## **Generic responsibilities of all Active Learning Trust employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*

# Person Specification

## Student Support Assistant

**E = Essential / D = Desirable**

<b>Qualifications &amp; Training</b>		
Literacy and Numeracy – ability to follow written guidance and procedures	E	
Basic knowledge of first aid		D
<b>Experience</b>		
Has worked in a school or similar setting		D
Experience of working with pupils including managing behaviour		D
<b>Skills and Knowledge &amp; Physical Demands</b>		
Ability to identify and resolve straight forward problems e.g. a minor disagreement between pupils	E	
Ability to communicate appropriately with pupils according to their age and show tact and empathy when necessary	E	
Interprets information and situations and solves straight forward problems	E	
Work is normally in areas which are noisy and may involve spillages	E	
Playground duty is outdoors in most weathers	E	
There will be short periods of carrying loads and cleaning	E	

<b>Personal Qualities</b>		
Embodies of the Active Learning Trust's values: <ul style="list-style-type: none"> <li>- I aspire, we achieve</li> <li>- We're curious, creative and bold</li> <li>- A family, not a house share</li> <li>- Comfortable being candid</li> <li>- Humour, humility, humanity</li> </ul>	E	
Commitment to uphold the seven principles of public life (the <a href="#">Nolan principles</a> ) at all times	E	
Commitment to maintaining confidentiality at all times	E	
<b>Equal Opportunities</b>		
Commitment to inclusion, equality and diversity	E	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

# Application Process

## How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

## Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



## Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



[www.activelearningtrust.org](http://www.activelearningtrust.org)