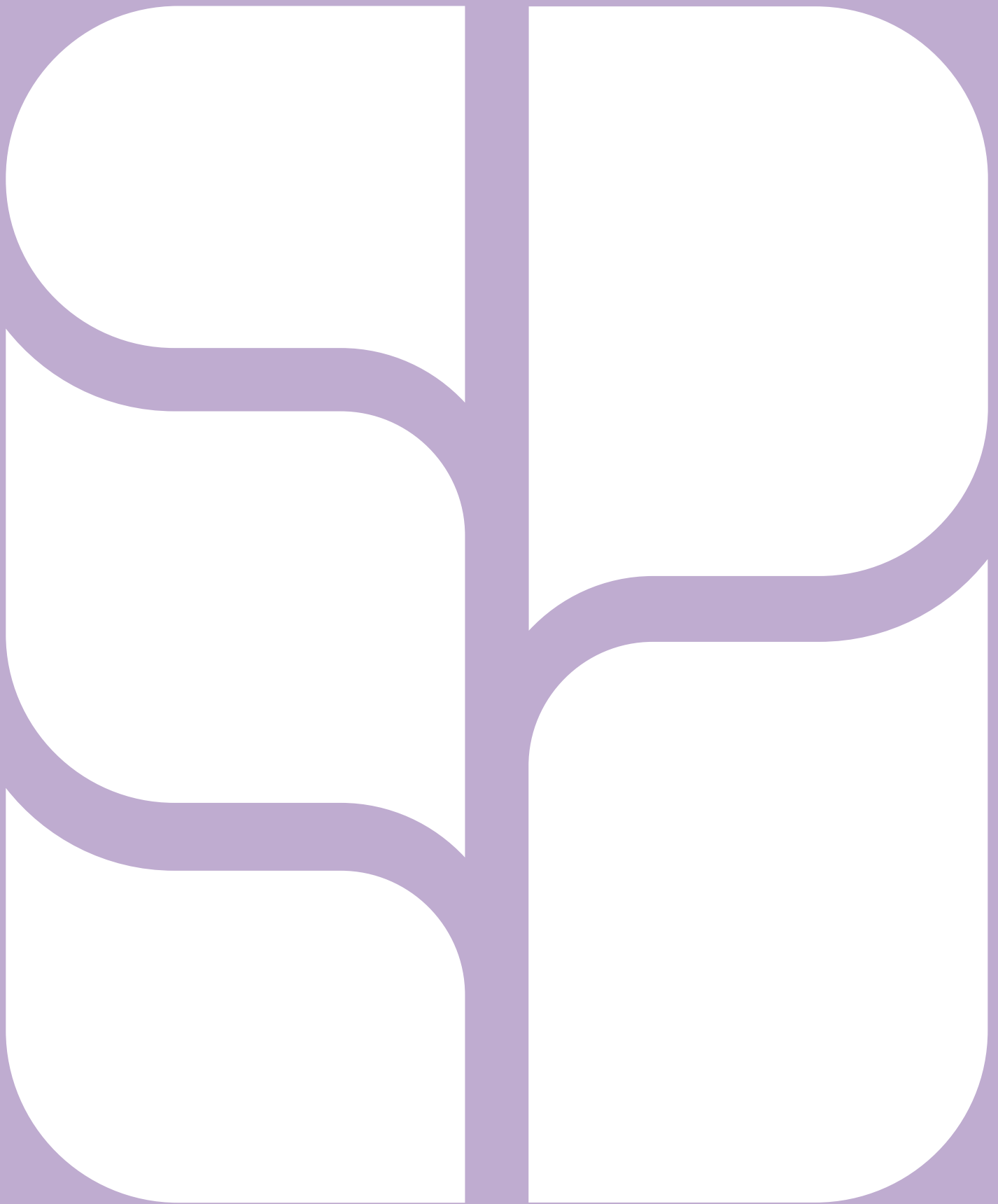




Active  
Learning  
Trust

**Candidate Pack**  
Bus Chaperone  
August 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

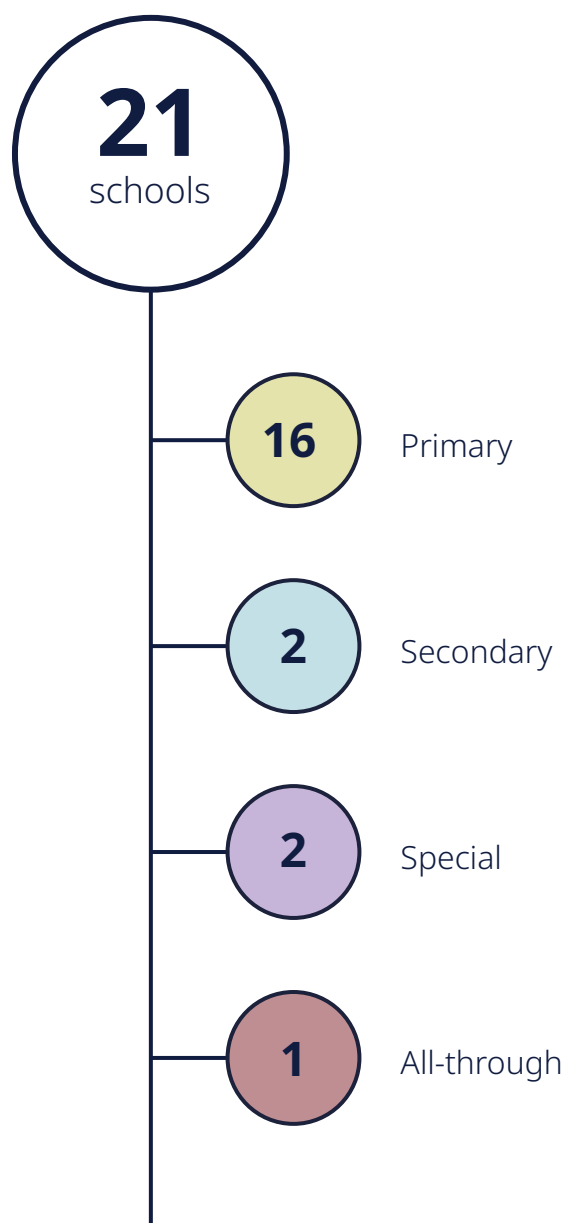
# Our Schools

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

## Bus Chaperone

### Helping children start and finish each school day safely matters

We are looking for a Bus Chaperone to join Reydon Primary School, a welcoming primary school community in Reydon, near Southwold. In this important role, you will help ensure pupils travel safely, comfortably and confidently to and from school, providing consistent supervision, promoting positive behaviour and supporting their wellbeing throughout each journey. Working closely with transport providers, parents and school staff, the successful candidate will be a calm, caring and dependable presence who shares our commitment to safeguarding and high expectations, helping every child feel safe, supported and ready to make the most of their day.

### Summary of Key Responsibilities

- Supervise pupils on school transport and ensure they board and leave the vehicle safely.
- Register pupils at collection and drop-off points, ensuring safe handover where required.
- Promote positive behaviour, resolve minor issues and support pupil wellbeing throughout journeys.
- Follow safeguarding, first aid and emergency procedures, reporting concerns or incidents promptly.
- Work closely with drivers, maintain safe travel conditions and report any vehicle defects or issues.

### 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 Karen Tallett-Pickess, Business Manager, at: [ktallettpickess@pakefieldprimaryschool.org.uk](mailto:ktallettpickess@pakefieldprimaryschool.org.uk)



**Reydon  
Primary  
School**

### Location

Southwold, Suffolk

### Contract

Part Time, Permanent  
(1.5 hours per day, term time)

### Salary

ALT Grade C  
£4,375.70 - £4,409.60  
Annually Actual

### Start Date

As soon as possible

### Interviews

w/c 01 september 2026

# Job Description

## Bus Chaperone

**Salary:** ALT Grade C

**Academy Site:** Reydon Primary School

**Reporting to:** Headteacher

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### Main purpose

To supervise and support pupils travelling on third party-provided transport, ensuring they travel safely, comfortably and in accordance with academy expectations. To promote pupil welfare, safeguarding and positive behaviour whilst travelling to and from the academy.

### Pupil supervision

- To supervise pupils travelling on transport.
- To register pupils on and off the vehicle.
- To ensure pupils board and leave the vehicle safely.
- To ensure seatbelts (where available) are worn throughout journeys.
- To promote positive behaviour and resolve minor disputes.

### Behaviour and welfare

- To maintain pupil health, safety and welfare.
- To report safeguarding concerns immediately.
- To provide first aid where trained.
- To ensure safe handover to authorised adults where required.

### Transport safety

- To work closely with the driver to maintain safety.
- To follow emergency and breakdown procedures.
- To keep aisles and exits clear.
- To report incidents and delays promptly.

### Resources

- To ensure the vehicle is clean and tidy after journeys.
- To report defects or damage.

## **Professional relationships**

- To communicate with pupils, parents, and staff.
- To share relevant information regarding attendance, behaviour and welfare.

## **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 people.

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

## Bus Chaperone

**E** = Essential / **D** = Desirable

| Qualifications & Training                                                                                        |   |   |
|------------------------------------------------------------------------------------------------------------------|---|---|
| Literacy and Numeracy – ability to follow written guidance and procedures                                        | E |   |
| Able to undertake first aid training, if required                                                                | E |   |
| First Aid training                                                                                               | E |   |
| Experience                                                                                                       |   |   |
| Has worked in a school or similar setting                                                                        | E |   |
| Experience of working with pupils including managing behaviour                                                   | E |   |
| Experience of working on school transport or supervising passengers                                              |   | D |
| Skills and Knowledge                                                                                             |   |   |
| 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 on a third-party vehicle                                                                        | E |   |

| Personal Qualities                                                                                                                                                                                                                                                                    |   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| 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 |  |
| Equal Opportunities                                                                                                                                                                                                                                                                   |   |  |
| Commitment to inclusion, equality and diversity                                                                                                                                                                                                                                       | E |  |
| Safeguarding                                                                                                                                                                                                                                                                          |   |  |
| 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.

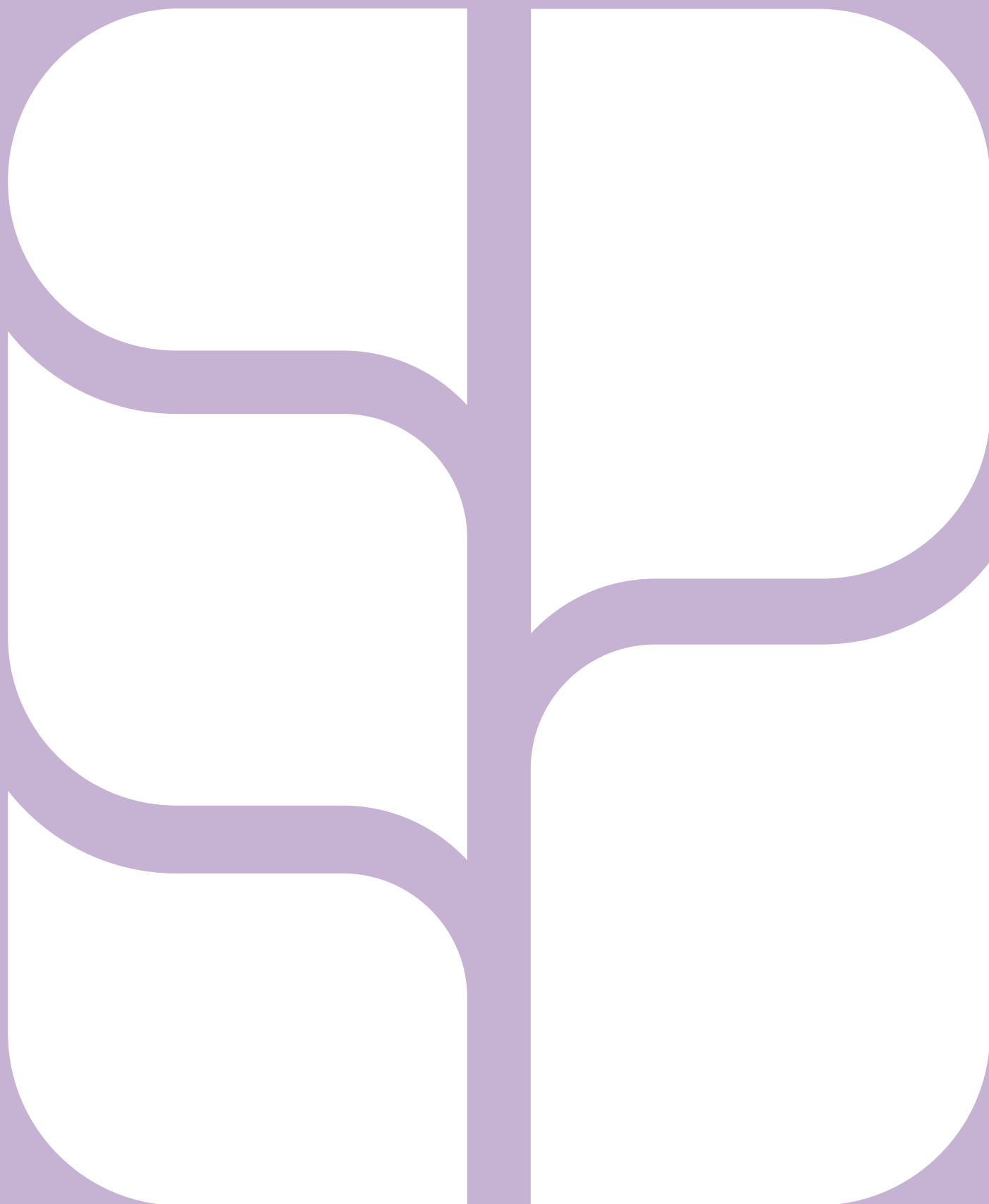
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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)