

Active  
Learning  
Trust

**Candidate Pack**  
Level 4 Teaching Assistant  
November 2025



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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 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 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 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 has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.*

**Lisa Corby**  
Academy Improvement Lead

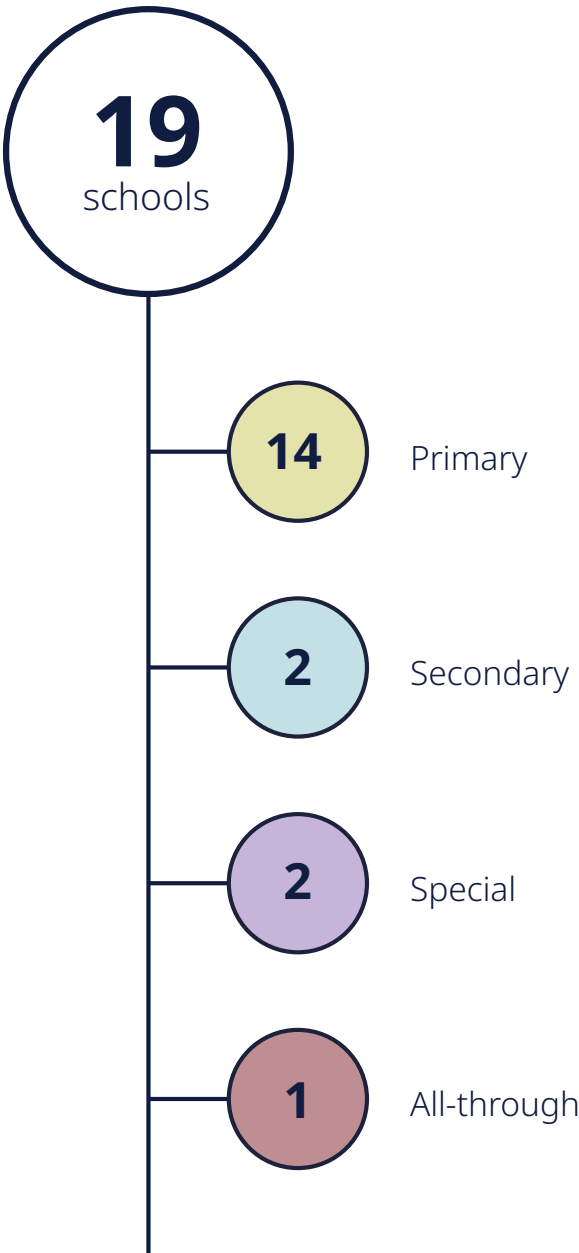


# Our Schools

Active Learning Trust encompasses 19 schools – eight in Cambridgeshire and 11 in Suffolk – including two special schools, two secondary schools, one all-through school and 14 primary schools. Of these, one special school and four primaries converted to academy status, while the remaining 13 operate as sponsor-led academies. Four of our schools opened as new establishments, gradually increasing their pupil intake year by year.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, the Lowestoft area, and mid Cambridgeshire. This allows the Trust to apply so-called ‘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 Active Learning Trust teams and continues to develop further over time.

- The proportion of disadvantaged pupils in the Trust is above that found nationally.
- The proportion of pupils with an Education Health Care Plan is in line with national averages.
- The proportion of our pupils with Special Educational Needs and/or Disabilities and who speak English as an additional language are below national average.



# Job Vacancy

## Level 4 Teaching Assistant

### Join our team and help make a positive impact on the lives of our students!

We are seeking a dedicated Level 4 Teaching Assistant to play a key role in supporting learners across our school. In this dynamic position, you will help meet pupils' personal and learning needs by covering lessons, delivering small-group sessions, and supporting inclusion and outreach work. Using whole-school audits and pupil progress information, you'll tailor your approach to ensure every learner receives the guidance and support they need to thrive.

### Summary of Key Responsibilities

- Deliver high-quality lessons and interventions.
- Assess and record pupil progress to inform teaching.
- Support positive behaviour and contribute to IBPs.
- Communicate effectively with families and staff.
- Engage in observations, performance management, and CPD.
- Support curriculum development and supervise support staff.

### Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists who 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 that you can focus on making a real difference in our schools and beyond.

### Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and Local Government Pension Scheme

### Contact

If you wish to discover more about this exciting opportunity, then please contact Emma Brooke - [emma.brooke@highfieldlittleport.org](mailto:emma.brooke@highfieldlittleport.org) or call 01353 223301



**Highfield  
Littleport  
Academy**

### Location

Littleport, Ely,  
Cambridgeshire

### Contract

Part-time, Fixed Term  
until 11 May 2026

### Salary

ALT Grade F  
£28,142

Actual Salary  
£21,167.54 + £2996.70

# Job description

## Level 4 Teaching Assistant

**Salary:** ALT Grade F

**Academy Site:** Higfield Littleport Academy

**Reporting to:** Assistant Head

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### Main purpose

The Level 4 Teaching Assistant works to meet learners needs in covering lessons for those delivering inclusion and outreach or providing advice themselves. This will include ensuring that learners have their personal and learning needs met both within the classroom by class staff as well as within small group sessions the post holder delivers. The post holder will use evidence such as whole school audits and pupil progress information to inform their work.

### Duties and responsibilities

#### Teaching and Learning

Plan and deliver lessons of a consistently high standard. The post holder will lead a variety of lessons and age ranges as the school demand requires.. These will primarily be whole class teaching approaches but may also constitute group work and 1:1 intervention. The post holder will also provide support and guidance throughout the cluster of schools, including guiding staff.

#### Assessment

Use “Evidence for Learning” to record and assess pupil progress in line with the school’s Assessment policy. Assessment must inform teaching and learning. There may also be bespoke assessment tools for some individuals. These should be used initially to baseline students and inform the planning of next steps for students.

#### Behaviour Management

Follow the school’s Behaviour policy and maintain good order and discipline amongst pupils. Work with colleagues to review and develop IBP’s and provision for students in your care.

#### Reporting

You will use Class Dojo to report to families as appropriate. You are expected to keep Class Teachers and/or Department Leaders apprised of any relevant information regarding pupils in your care. Follow the school’s Assessment policy and provide parents/carers/school leaders/professionals with thorough, detailed and accurate reports in writing or in person as required. Attend Parents’ Evenings twice a year.



## **Performance Management**

You will be observed every half term. Observations may be paired to develop those observing and to ensure a balanced view. Our ethos around observations is that they are a two-way, supportive and developmental process, designed to improve all of our practice. Any problems with performance are dealt with under the Appraisal and Capability policy. Your annual performance management review will be in the Autumn term. You should be able to provide evidence that you have met any targets that were set at the previous PM review. You will meet with your line manager weekly or fortnightly throughout the academic year.

## **CPD**

We encourage all staff to engage in CPD, whether it is school led or self-driven. If you find CPD opportunities that you would like to explore, please discuss these with your line manager.

## **Curriculum Development**

We expect all staff to contribute to developing our broad and balanced curriculum. This may relate to the curriculum within the class you are working or you may be asked to join a Pathway team.

## **Management of Staff and Resources**

Direct and supervise support staff assigned to you. Deploy resources delegated to you in accordance with school policies. Work in partnership with colleagues.

## **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

## Level 4 Teaching Assistant

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

Qualifications & Training		
NVQ level 3 in related area or equivalent experience plus additional knowledge in specialist area	E	
Working towards or achieved Higher Level Teaching Assistant Status		D
Experience		
Previous experience of working as a teaching assistant	E	
Some experience of planning, preparing and delivering specified work to classes		D

Skills and Knowledge		
Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area	E	
Knowledge of behaviour management techniques	E	
Competent in the use of ICT in all aspects of the role	E	
Knowledge and compliance with policies and procedures relevant to health and safety and child protection	E	
Ability to interpret information and situations and respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems	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	
May be required to stand for long periods and or work in awkward positions e.g. low chairs	E	
Some exposure to unpleasant conditions e.g. noise, outdoor working	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.

