



Active
Learning
Trust

Candidate Pack
People Partner (Recruitment)
June 2026



Contents

- Hello from our CEO
- About Active Learning Trust
- Our Schools
- Job Vacancy
- Job Description
- Person Specification
- How to Apply

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

People Partner (Recruitment)

Shaping how great people join and grow across our Trust

We are looking for a People Partner (Recruitment) to lead and continuously develop a high-quality, centralised recruitment and talent acquisition service that attracts and retains exceptional staff for our schools. Working closely with leaders across the Trust, this role combines strategic thinking with practical delivery, using insight, market knowledge and strong relationships to respond to workforce challenges. It will lead and develop a team to deliver a responsive, inclusive and professional recruitment experience, while strengthening our employer brand and ensuring every stage, from attraction to onboarding, reflects our values and commitment to safeguarding.

Summary of Key Responsibilities

- Lead and continuously improve the Trust's recruitment and talent acquisition strategy and service delivery
- Develop and implement innovative, data-informed recruitment campaigns and talent pipelines
- Oversee end-to-end recruitment, ensuring a high-quality candidate experience from attraction to onboarding
- Lead, motivate and develop the Recruitment Advisers team, embedding a collaborative and high-performing culture
- Ensure all recruitment and onboarding activities comply with employment legislation, safeguarding requirements and Trust policies

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 Elaine Hammond, Director of People at: elaine.hammond@activelearningtrust.org



Location

Hybrid working, with some travel across the Trust sites (Cambs, Suffolk and Norfolk) as required

Contract

Full time, Permanent

Salary

ALT Grade J
£46,580 - £50,909 FTE

Start Date

As soon as possible

Interviews

1 July 2026

Job description

People Partner (Recruitment)

Salary: ALT Grade J
Academy Site: Trust Central Team – People Directorate
Reporting to: Director of People

Main purpose

To lead the delivery and continuous development of the Trust’s centralised recruitment and talent acquisition service.

The role is responsible for shaping and delivering a responsive, customer-focused recruitment model that attracts, engages and retains high-quality talent across the Trust. Working in partnership with school leaders and wider stakeholders, the postholder will champion recruitment as a profession, using market insight, workforce data and sector knowledge to inform strategic recruitment decisions and strengthen the Trust’s employer brand.

The postholder will lead and motivate the Recruitment Advisers team through the next phase of the Trust’s recruitment transformation programme, embedding a proactive talent acquisition approach that focuses on candidate experience, career pathways, succession planning and growing internal talent.

The role will ensure that all recruitment, onboarding and safeguarding practices remain compliant with employment legislation, Keeping Children Safe in Education (KCSiE) and Trust policies.

Duties and responsibilities

Talent Acquisition and Recruitment Strategy

- Lead the continuous improvement and operational delivery of the Trust’s recruitment and talent acquisition function.
- Develop and implement innovative recruitment strategies to attract high-quality candidates across teaching and support staff roles.
- Build talent pipelines and promote career pathways within the Trust to support succession planning and “grow our own” workforce initiatives.
- Support the development of the Trust’s employer brand and recruitment marketing activity across multiple platforms.
- Ensure recruitment campaigns are engaging, inclusive, data-informed and aligned to workforce priorities.
- Work collaboratively with school leaders to understand workforce challenges and provide recruitment solutions and market insight.

- Provide professional advice and guidance to leaders on recruitment and selection best practice.
- Promote consistent, fair and inclusive recruitment practices across the Trust.

Candidate Experience and Recruitment Delivery

- Ensure a high-quality, professional and responsive candidate journey from attraction through to onboarding.
- Oversee recruitment campaigns, advertising, interview processes and onboarding activity across the Trust.
- Ensure recruitment processes are efficient, customer-focused and deliver positive outcomes for candidates and hiring managers.
- Support recruiting managers with role design, job descriptions, person specifications and recruitment planning.
- Monitor recruitment timelines and proactively address barriers or delays.
- Lead on complex or hard-to-fill recruitment campaigns where required.
- Ensure all recruitment activity reflects the Trust's values, safeguarding responsibilities and commitment to equality, diversity and inclusion.

Leadership and Team Development

- Lead, motivate and develop the Recruitment Advisers team to deliver a high-performing recruitment service.
- Create a positive, collaborative and customer-focused team culture.
- Manage team performance, workload allocation and professional development.
- Coach and support team members to develop expertise in recruitment, talent acquisition and candidate engagement.
- Lead the team through service transformation and change management initiatives, embedding new ways of working and continuous improvement.

Workforce Planning, Data and Insight

- Use recruitment, workforce and market data to identify trends, risks and opportunities.
- Produce recruitment metrics and management information to support strategic workforce planning and informed decision-making.
- Analyse recruitment performance, including attraction methods, time to hire, candidate quality and vacancy trends.
- Make recommendations for service improvements based on insight and evidence.
- Support the wider People Directorate with workforce planning initiatives and organisational priorities.

Compliance and Safeguarding

- Ensure all recruitment and onboarding activity complies with employment legislation, safer recruitment requirements and Keeping Children Safe in Education (KCSiE).
- Oversee the completion and quality assurance of pre-employment checks, including DBS, references, right to work and online checks.
- Ensure accurate maintenance of the Single Central Record (SCR).
- Support safeguarding compliance audits and inspections.
- Promote and maintain high standards of confidentiality and data protection in line with GDPR requirements.

Relationship Management and Partnership Working

- Build strong and credible relationships with Headteachers, senior leaders and academy colleagues.
- Act as a trusted recruitment partner, providing challenge, support and professional expertise.
- Work collaboratively across the People Directorate to ensure joined-up people practices.
- Develop relationships with external recruitment providers, training organisations and sector partners where appropriate.

General Responsibilities

- Contribute to the continuous improvement of People Directorate systems, processes and practices.
- Participate in relevant meetings, training and Trust development activities.
- Maintain accurate records and documentation in line with Trust procedures.
- Undertake additional duties commensurate with the level of the role.

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 to 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

People Partner (Recruitment)

E = Essential / D = Desirable

Qualifications & Training		
GCSE grade C or equivalent in English and Maths	E	
CIPD qualification Level 5 or above (or equivalent experience)	E	
Relevant leadership or management qualification		D
Evidence of CPD in recruitment, talent acquisition or HR	E	

Experience		
Significant experience of managing end to end recruitment processes	E	
Experience of leading or supervising a recruitment or HR Team	E	
Experience of delivering recruitment campaigns in a complex organisation	E	
Experience of using workforce or recruitment data to inform decision making	E	
Experience of managing change and improving recruitment processes or services	E	
Experience of stakeholder management and building relationships with senior leaders	E	
Experience of talent acquisition, employer branding or workforce planning initiatives	E	
Working within education sector or public sector environment		D

Skills and Knowledge		
Strong knowledge of recruitment and selection best practice	E	
Knowledge of safer recruitment practices and Keeping Children Safe in Education		D
Ability to analyse and interpret recruitment data and trends	E	
Strong organisational and project management skills	E	
Excellent communication and influencing skills	E	
Ability to coach, motivate and develop others	E	
Strong customer focus with commitment to excellent candidate experience	E	
Ability to lead service improvement and embed new ways of working	E	
Confident use of HR systems, recruitment platforms and Microsoft Office applications	E	
Ability to prioritise competing demands and work under pressure	E	
Strong attention to detail and commitment to accuracy	E	

Personal Qualities		
Passionate about recruitment, talent and people development	E	
Collaborative and relationship-focused approach	E	
Resilient, adaptable and solutions-focused	E	
Professional credibility and integrity	E	
Commitment to continuous improvement and innovation	E	
Commitment to confidentiality and professionalism	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.

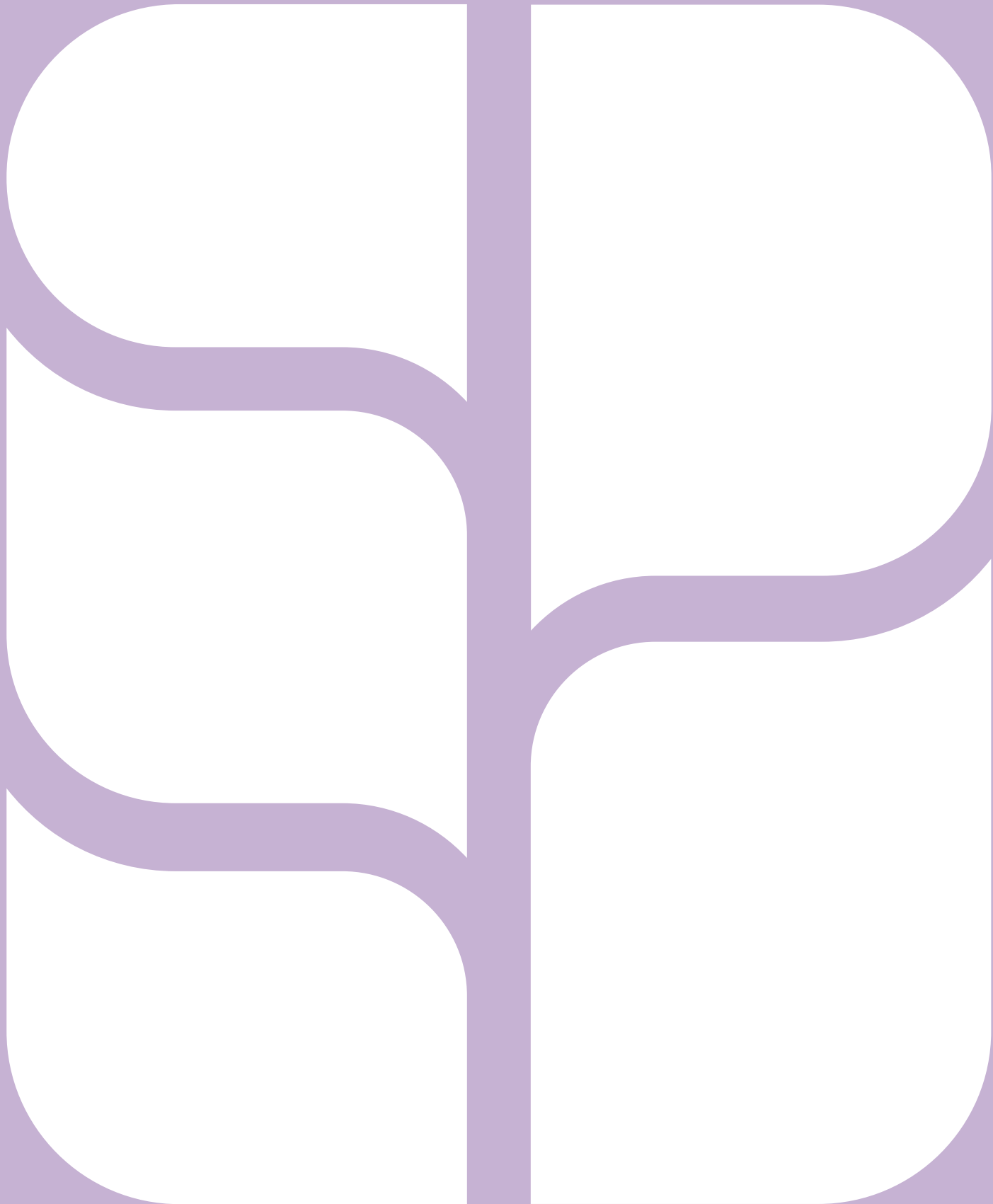
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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