

Active
Learning
Trust

Candidate Pack

Teaching Assistant (Secondary)

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.

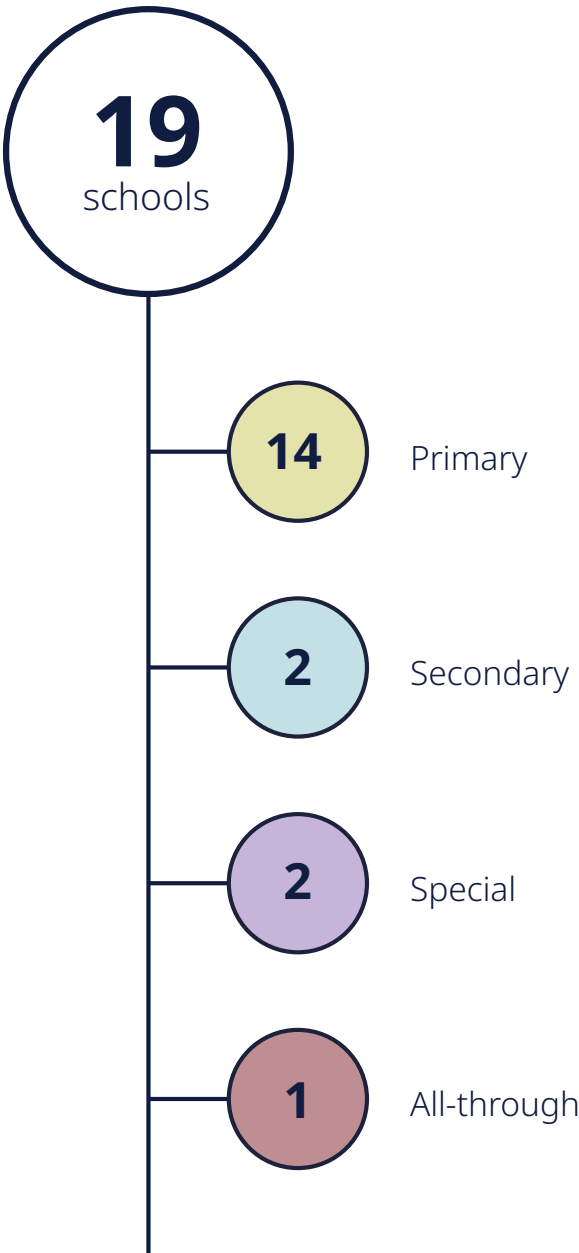
Lisa Corby
Academy Improvement Lead

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

Teaching Assistant (Secondary)

Are you passionate about supporting students' learning? Do you have the skills to help pupils reach their full potential?

Two exciting opportunities have arisen within Cromwell Community College to join our Secondary phase team!

Summary of Key Responsibilities

- Work with pupils alongside classroom teachers to support learners with special educational needs to access the curriculum
- Assume the role of keyworker for students with EHCPs
- Promoting the inclusion of all

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.
- Work as part of an experienced and supportive team who will empower you to develop further.
- 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 Vicki Walpole, HR and Recruitment Officer at: VWalpole@cromwell.cambs.sch.uk



**Cromwell
Community
College**

Location

Chatteris, Cambridgeshire

Contract

32.5 hour per week
39 weeks per year
1 x Permanent
1 x Maternity Cover

Salary (FTE)

ALT Grade C
£24,796.00 to £25,185.00

Salary (Actual)

ALT Grade C
£18,650.78 to £18,943.38

Job description

Teaching Assistant (Secondary)

Salary: ALT Grade C

Academy Site: Cromwell Community College

Reporting to: Vice Principal

Main purpose

Under the guidance of the class teacher, predominantly provide support for pupils with SEND to enable them to access learning and to support their social, emotional and mental health needs.

Provide specialist support for specific pupils and small groups of pupils.

To offer support to colleagues and parent/carers.

To work as part of the team to enable the school to deliver an outstanding standard of care and education.

To build and maintain strong relationships to enable pupils to develop and flourish and ensure that their needs are always considered.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the class teacher, Executive Head Teacher, Assistant Principal (SEND and Inclusion) and the Deputy SENDCo.

Support for Pupils

- Provide support for pupils who require help to enable access to learning and with their social, emotional and mental health needs, their physical needs and their communication needs.
- Work with individuals and groups of pupils within mainstream lessons as well as outside of lessons for specific periods of time.
- Work with individuals and groups of pupils both within and outside of the classroom including the delivery of programs of work and implementation of support plans.
- Provide regular feedback on pupil progress to the all key stakeholders.
- Attend to pupils' holistic needs including social, emotional and mental health.
- Establish good relationships with pupils, acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently, adopting problem solving strategies.

- To provide a happy, stimulating, safe and secure environment where all children are encouraged to meet their potential and where their physical, emotional and cognitive needs are met.

Support for the Class Teacher / SENDCo

- Work in accordance with the requirements of the teacher and in accordance with all policies, procedures and regulatory bodies.
- Contribute to the planning and adaptations of lesson material in line with the requirements of the curriculum.
- Implement all required activities to meet pupil's needs and to provide development opportunities.
- Assist in the development and implementation of behaviour strategies.
- Establish constructive relationships with parent/carers and report information from parent/carers to the relevant member/s of staff.
- Monitor pupil's responses to learning activities and accurately record achievement/developments as directed.
- Contribute to statutory reviews of Education Health and Care Plan (EHCPs).
- To assist in the development, implementation and review of Provision Plans.
- To create/develop resources to support pupils.
- To work with specialist and outside organisations to enhance learning opportunities for individual pupils.

Support for the curriculum

- Undertake structured and agreed learning activities.
- Adjust activities according to pupil responses, recording achievement and progress and providing feedback to the teacher.
- Support the use of ICT in learning activities where appropriate and develop pupils' competence and independence in its use.
- Prepare resources when requested.
- Effectively deliver learning opportunities ensuring that the individual needs and interest of pupils is met (in conjunction with other team members).

Supporting the School

- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, report and recording concerns as per the school policy.
- Assist in maintaining high standards of health and safety at all times.
- Report any accidents.
- Maintain good relationships with colleagues and work together as a team.
- Contribute to the overall ethos/work/aims of the school.
- To maintain the confidentiality of pupils.
- Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and progress.
- To ensure that all children are always treated fairly and consistently in line with the Equal Opportunities Policies.
- To attend in service training outside of working hours.
- To always ensure the safety and security of other staff and pupils.
- To be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of pupils is promoted and safeguarded and to record any safeguarding concerns on My Concern.

- Any other tasks as directed by the SENDCo and Deputy SENDCo which are consistent with the aims of the post.

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

Teaching Assistant (Secondary)

E = Essential / **D** = Desirable

Qualifications & Training		
Good literacy and numeracy skills	E	
Good general education	E	
NVQ in Learning Support		D
Qualifications in specialist areas		D
Degree		D
Experience		
Experience of working with others	E	
Experience of working with children in a formal setting		D
Experience of working with people with special educational needs		D

Skills and Knowledge		
Ability to take the initiative	E	
Positive personality	E	
Adaptable	E	
Enthusiastic	E	
Ability to absorb things quickly	E	
Ability to motivate people	E	
Good organisational skills	E	
Excellent communication skills	E	
Be able to work under instruction	E	
Ability to work under pressure	E	
Knowledge of special educational needs		D
Awareness of systems and processes in meeting special educational needs		D
Personal Qualities		
Embodies of the Active Learning Trust's values: <ul style="list-style-type: none"> - I aspire, we achieve - We're curious, creative and bold - A family, not a house share - Comfortable being candid - Humour, humility, humanity 	E	
Commitment to uphold the seven principles of public life (the Nolan principles) at all times	E	
Commitment to maintaining confidentiality at all times	E	
Strong interpersonal skills	E	
Ability to work alone using own initiative	E	

Able to work as member of a team	E	
Ability to work with honesty and integrity	E	
Responsibility for safeguarding and promoting the welfare of pupils	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.

