



Active  
Learning  
Trust

**Candidate Pack**  
Assistant Headteacher  
May 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

## Assistant Headteacher

### Lead with purpose, shape the future of a thriving primary community

We are looking for an Assistant Headteacher to work in close partnership with the Headteacher at Pakefield Primary, driving key priorities for improvement through thoughtful, values-led leadership. This role brings together strategic influence and day-to-day impact, overseeing curriculum, teaching and learning, and pastoral care to ensure every child benefits from a high-quality, inclusive experience. With responsibility for SEND as SENCO and as a Designated Safeguarding Lead, the postholder will champion both achievement and wellbeing, while contributing to a strong, collaborative leadership team focused on high standards and the continued development of the school.

### Summary of Key Responsibilities

- Work with the Headteacher and senior leaders to identify priorities, drive school improvement and implement strategic plans
- Lead teaching, learning and curriculum development to secure high standards and strong pupil outcomes
- Take responsibility for SEND provision as SENCO, ensuring inclusive support for all pupils
- Act as Designated Safeguarding Lead, maintaining a safe, supportive environment for the school community
- Lead, coach and line manage staff, contributing to professional development and a positive, collaborative culture

### 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 Ryan Stevens, Headteacher, at: [rstevens@pakefieldprimaryschool.org.uk](mailto:rstevens@pakefieldprimaryschool.org.uk)



**Pakefield  
Primary  
School**

### Location

Lowestoft, Suffolk

### Contract

Full time, Permanent

### Salary

ALT Leadership L3 -L7  
£54,394 - £60,145

### Start Date

Sept / Nov 2026 /  
Jan 2027

### Interviews

To be confirmed

# Job description

## Assistant Headteacher

**Salary:** Leadership Range L3 -L7

**Academy site:** Pakefield Primary

**Reporting to:** Headteacher

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### Main purpose

To work closely with the Headteacher to identify and drive the key priorities for school improvement, supporting the aims and values of the school through strong, thoughtful leadership of its academic life. This includes overseeing curriculum, teaching and learning, and pastoral care to ensure every child receives the best possible experience.

With the Headteacher and wider Senior Leadership Team, the postholder will take clear accountability for maintaining high standards of learning across the school and will play an active role in shaping its ongoing development and future direction.

The postholder will have responsibility and accountability for SEND provision, acting as the school's SENCO, ensuring that all pupils are supported to achieve their full potential. They will also act as a Designated Safeguarding Lead, helping to create a safe, inclusive, and supportive environment for all members of the school community.

This is primarily a non-teaching role, with a strong focus on leadership and impact across the school. However, teaching responsibilities may be required where needed, whether planned or to provide short-term cover in response to the needs of the school.

### Duties and responsibilities

#### Core Purpose and Accountability

- To play a major role under the direction of the Headteacher, as part of the Leadership Team in identifying the key priorities for improvement, formulating and implementing strategic actions plans, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

- In partnership with the Headteacher provide professional leadership and management of Teaching and Learning, Curriculum Design and Cultural Ethos of the Phase assigned to and other agreed areas
- To provide professional leadership and management of School Development plan priorities as agreed and delegated by the Headteacher
- Undertake the professional duties of Assistant Head reasonably delegated to you by the Headteacher
- To ensure that the School/Trust acts in accordance with Data Protection Requirements within the remit of the school
- To develop and sustain strong links with parents and the wider community, in order to sustain their involvement in the successful provision of education at the school

## **Teaching**

- To carry out the duties of a class teacher in line with the Teacher Standards 2012. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers
- To facilitate and encourage learning which enables pupils to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children
- Alongside all staff of the school, to uphold the school's aims and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values
- Alongside all staff at the school, to be pro-actively involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school. The post-holder will be expected to lead areas/projects involving team working as directed by the Headteacher
- To play a lead role in the School Self Evaluation process as agreed or delegated by the Headteacher
- To undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review
- To act as coach/mentor/trainer for staff below Leadership team level in their personal development and in the cascade of good practice within and across the school
- To take a proactive and constructive part in delegated Trust-wide partnerships, project, meetings or other activities at senior leadership level

## **Performance Management**

- To undertake annual appraisal of identified staff or groups of employees
- To proactively identify and pursue your own leadership and management development opportunities (to be agreed and arranged with the Headteacher who will give support throughout)

## **Key Areas**

### **Qualities and knowledge**

Support the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrating the vision and values of the school in everyday work and practice

- Motivating and working with others to create a shared culture and positive climate
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community
- Leading by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around them

### **Pupils and Staff**

Support the Headteacher to:

- Raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes in delegated areas of responsibility
- Design and implement a curriculum which is coherently planned and sequenced for all learners
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Hold staff to account for their professional conduct and practice

### **Systems and process**

Support the Headteacher to:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

Uphold processes for managing the performance of staff, addressing any under-performance, supporting staff to improve and valuing excellent practice

The self-improving school system

Support the Headteacher to:

- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Have a key responsibility in shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education

### **Specific Duties for Assistant Headteacher**

- To provide professional leadership and management for SEND provision, acting as the school's SENCO, ensuring that all pupils are supported to achieve their full potential To lead on the day to day management of the cultural ethos including pupil behaviour across the school
- To provide professional leadership and management of delegated areas of the school's curriculum
- To take an active role in the schools' leadership team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children
- To teach a class as determined by the schools needs under the instruction of the Headteacher

- To ensure that work with families has a strong focus within and across the school and to enable safe and planned access to learning within the community throughout the age range
- To coordinate daily cover across the school, working with the office team, teachers, Headteacher
- To work with the Headteacher in drawing up long term CPD plans linked to individual staff and whole school priorities, dealing with the day to day management linked to this
- To line management employees as per the structure of the school

### **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

## Assistant Headteacher

E = Essential / D = Desirable

Qualifications & Training		
Degree	E	
Qualified Teacher Status (QTS)	E	
Relevant National Professional Qualification (NPQ)		D
Experience		
At least 2 years of senior leadership experience	E	
Teaching across the age range of primary	E	
Managing curriculum development	E	
Leading and line-managing employees successfully	E	
Evidence of leading CPD to a range of stakeholders		D
Participation in external reviews by Ofsted and the LA		D
Management of ECTs and their development		D

Skills and Knowledge		
Show evidence of vision, initiative and leadership in managing change to enhance and raise standards	E	
Dealing and communicating effectively with parents	E	

Strong communication skills	E	
Be able to effectively manage children's behaviour	E	
Demonstrate a detailed knowledge of effective teaching	E	
Understand how an effective curriculum is constructed	E	
Demonstrate a detailed knowledge of behaviour and attendance strategies	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	
Demonstrate initiative and self-motivation	E	
Ability to manage change sensitively	E	
This role requires a strong commitment to, and demonstrable expertise in, leading teaching and learning as a core aspect of Assistant Headship.	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.

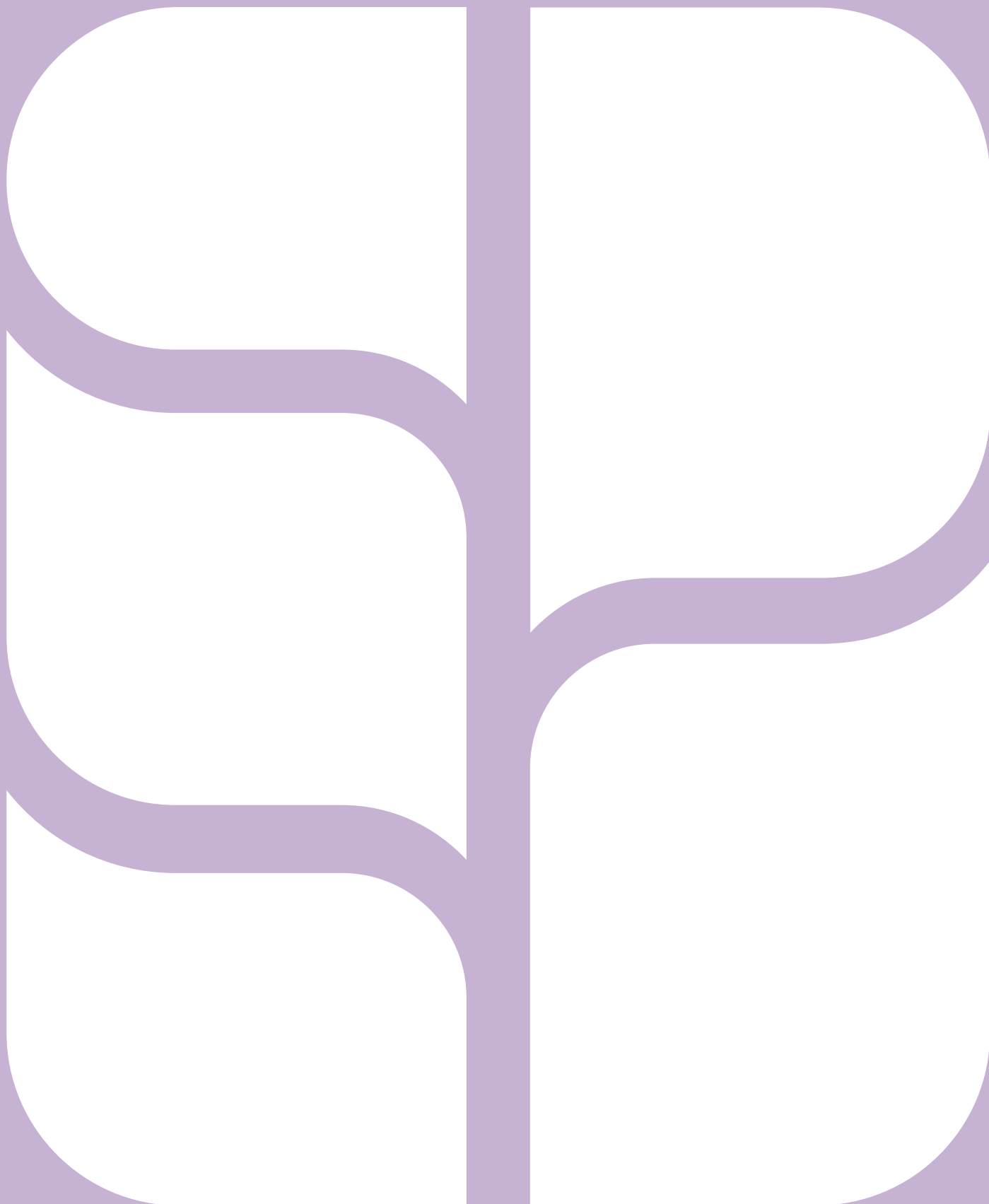
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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)