

Active  
Learning  
Trust

## Candidate Pack

HLTA (Level 4)

June 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

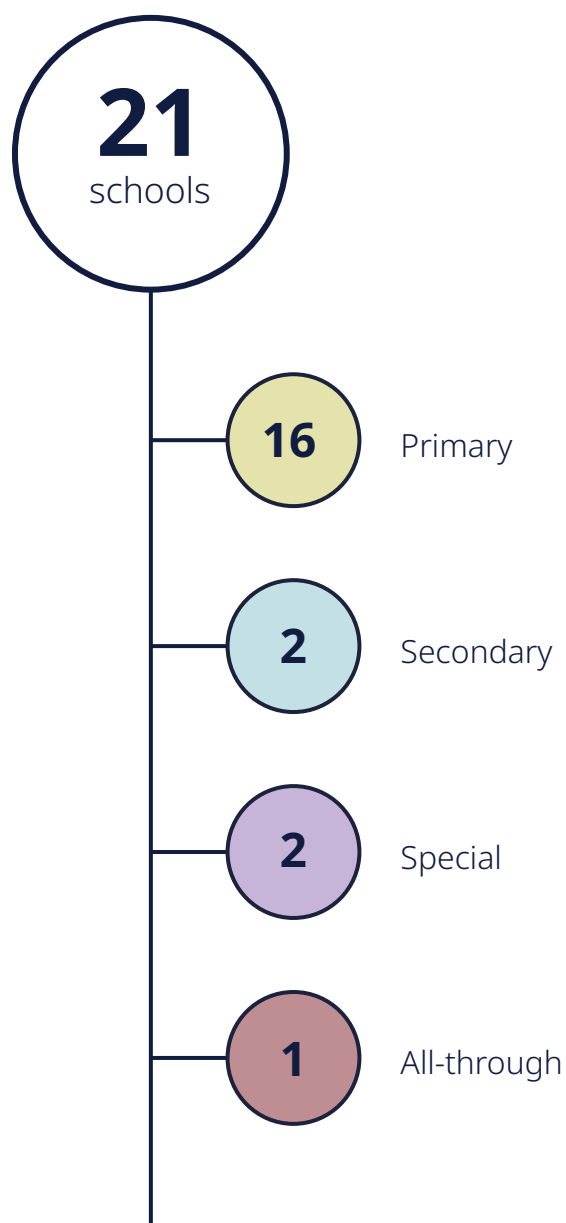
# Our Schools

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

## HLTA

### Supporting learning, shaping futures, and making every moment count

We are looking for a committed and capable Higher Level Teaching Assistant (Level 4) to join Pakefield Primary, working in close partnership with teachers to deliver high-quality learning for individuals, groups and whole classes. This is a role with real breadth, from leading planned learning activities and providing short-term class cover to offering tailored support for pupils with additional needs, including SEND. It calls for someone who combines strong classroom practice with warmth, adaptability and a deep commitment to inclusion, someone who can build positive relationships, respond thoughtfully to pupils' needs and contribute to raising achievement for all.

### Summary of Key Responsibilities

- Plan, prepare and deliver learning activities for individuals, groups and whole classes, adapting provision to meet diverse needs
- Provide short-term class cover and support high-quality teaching and learning across the school
- Support pupils with additional needs, including SEND, through targeted interventions, pastoral care and personalised learning plans
- Monitor, assess and report on pupil progress, contributing to planning and review processes
- Direct and support other teaching assistants, and work collaboratively with staff, parents and external professionals

### 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, School Business Manager, at:  
[ktallettpickess@pakefieldprimaryschool.org.uk](mailto:ktallettpickess@pakefieldprimaryschool.org.uk)



**Pakefield  
Primary  
School**

### Location

Lowestoft, Suffolk

### Contract

Part Time, Fixed Term  
(12 months)

### Salary

ALT Grade F  
£29,071 - £31,015 FTE

### Start Date

September 2026

### Interviews

W/C 29 June 2026

# Job description

## HLTA – Higher Level Teaching Assistant (TA Level 4)

**Salary:** ALT Grade F  
**Academy Site:** Pakefield Primary  
**Reporting to:** Headteacher

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### Main purpose

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To contribute to raising standards of achievement for all learners.

To provide support to learners who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory, medical or physical disabilities.

To support and underpin holistic learning, through the academy curriculum as well as learners personalised curriculum, which may include social development, personal care and supporting with medical or behavioural needs.

\*Please note that some duties will not apply depending on the age range and need of the learners being supported.

### Duties and responsibilities

#### Teaching and Learning

- Undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher
- Plan, prepare and deliver specified learning activities to individuals, groups and/or classes. Modify and adapt activities as necessary according to the needs of the group or individuals and seeking help where needed
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision and accountability
- Provide specialist support e.g. SEN, EAL or in a particular learning area

- To be involved with organising and implementing individual development plans for learners e.g. IEPs, including attending reviews, as required
- To provide short term cover supervision of classes, as required
- To use individual learner plans to inform planning and delivery of lessons
- To take part as appropriate in quality assurance of teaching and learning processes
- To co-ordinate the collation of learner progress evidence within the classes or groups/individuals taught

### **Resources**

- To be responsible for the monitoring and maintenance of a limited range of stocks/resources, where required
- To be responsible for presenting displays, as required
- To ensure that learners have the resources they need to access their learning and wider development, including physical equipment such as standing frames

### **Exams, Educational Visits and Other Supervision**

- To provide support to identified learners during exams and tests, as required
- To assist escorting learners on educational visits, as required
- To assist with break time or lunch time supervision, as required

### **Personal and Welfare Support**

- To assess the needs of learners, including emotional, developmental and social and agree strategies, in conjunction with other staff, to address the identified needs
- To have responsibility for meeting learner's additional medical needs in line with their Individual Healthcare Plans or other agreed protocols within the groups or individuals taught. This includes directing the work of other Teaching Assistants within the group.
- To provide pastoral support to learners, as needed
- To be a key person for identified learners, as required
- To assist learners with dressing, hygiene, eating and any other personal needs, whilst encouraging independence, as required
- To support learners in their personal, emotional and social development
- To provide first aid to learners, as required (and where appropriately trained)
- To undertake home visits, as required
- To work within the behaviour policy and practice of the academy, having the learner's needs at the centre

### **Systems, Policies and Procedures**

- To contribute to maintaining a safe and clean environment
- To be responsible for the careful and safe use of academy and learner equipment
- To be responsible for the safety and wellbeing of learners in the classroom
- To contribute to the development of policies and procedures, if required

### **Team Involvement**

- To demonstrate own duties to new or less experience staff, as required
- To supervise other teaching assistants or allocate day to day work to other staff, as required

- To direct the work of other Teaching Assistants working in the class / group responsible for, as required

### **Building Professional Relationships**

- To communicate with learners to support social and physical wellbeing, learning and development and encourage acceptable behaviour
- To liaise with staff and other relevant professionals and provide information about learners as appropriate
- To establish and build positive relationships with parents/carers and other adults e.g. therapists
- To support the role of parents/carers in learning and contribute to meetings with parents/carers, including annual reviews and parents evenings, to provide constructive feedback on learner progress/achievement
- To work with external agencies as appropriate
- To contribute positively to academy development priorities, at an appropriate level

### **Record Keeping and Information Management**

- To assess, record and report to teachers on learner development, progress and attainment, in line with academy policy and practices
- To maintain records of work completed by learners during any cover supervision periods
- To write reports and record confidential learner data, as required

### **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

## HLTA – Higher Level Teaching Assistant (TA Level 4)

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

<b>Qualifications &amp; Training</b>		
GCSE English and Maths Grade C / Level 4 or above (or equivalent)	E	
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
Able to undertake first aid training, if required	E	
First aid training		D
<b>Experience</b>		
Previous experience of working as a teaching assistant – or in a similar role	E	
Experience of working with children or adults with SEND	E	
Some experience of planning, preparing and delivering specified work to classes		D
<b>Skills and Knowledge</b>		
Specialist skills and knowledge in providing support to learners, relevant to the role e.g. EAL, SEN or particular learning area	E	
Knowledge of behaviour management techniques	E	
Curriculum knowledge and experience to support and lead learning activities	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	
Ability to work as a team in meeting a range of additional needs including behavioural, social and medical	E	
Ability to direct the work of other TAs to meet the additional educational, behavioural, social and medical needs of learners	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	
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	
Able to assist learners, where necessary, with physical activities. Some learners may have severe physical disabilities, medical or behavioural needs.	E	
Attend to the personal care needs of learners, where needed	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.

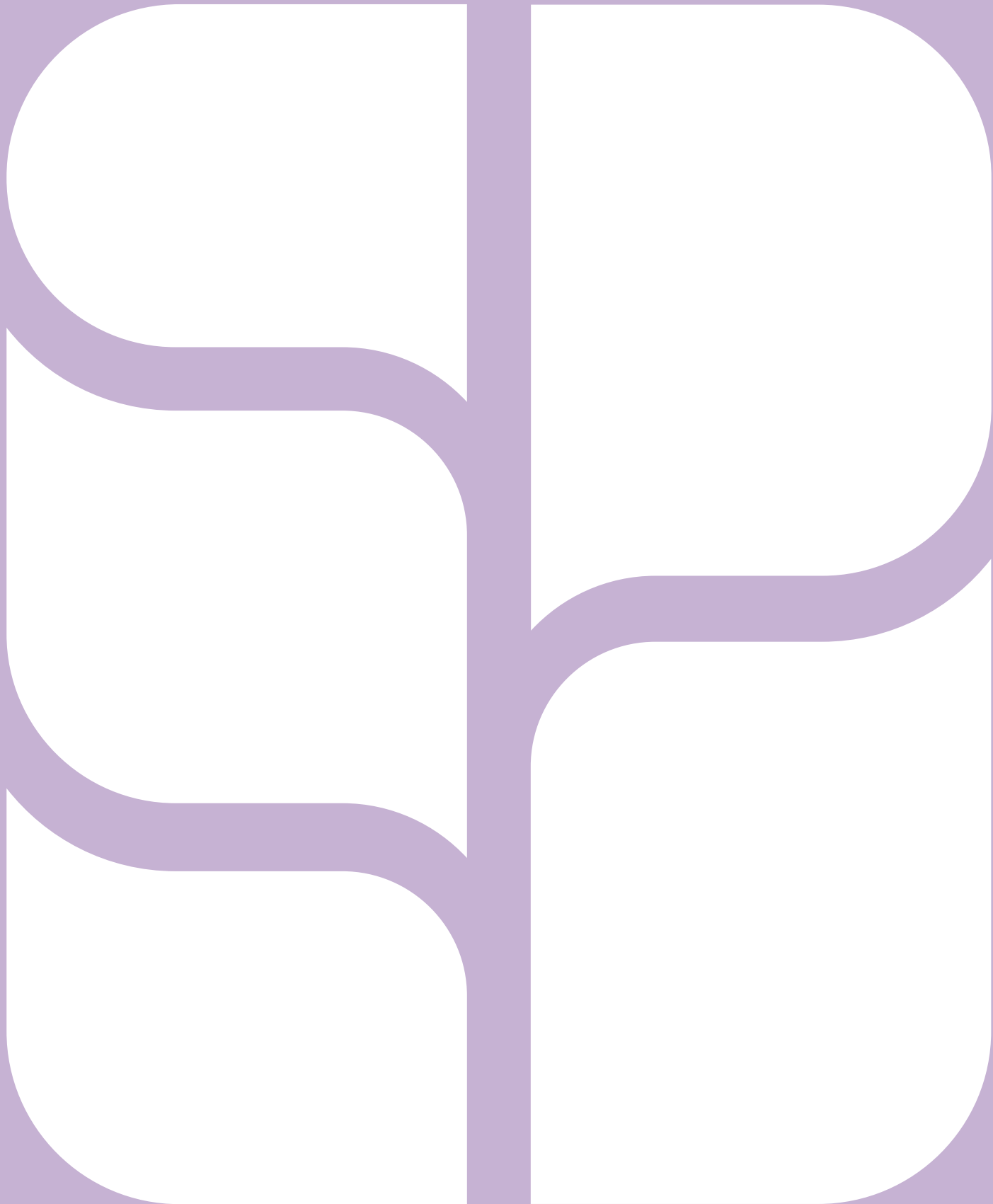
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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)