



Active
Learning
Trust

Candidate Pack
Assistant Principal
April 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

Assistant Principal

Leadership that shapes learning, builds people and changes outcomes.

We are looking for an Assistant Principal to join the senior leadership team at Cromwell Community College, who will champion excellent teaching and learning, lead an ambitious and coherent curriculum, and develop others through a culture of professional trust and challenge. This role sits at the heart of improving the quality of education, with scope to lead evidence-informed practice, robust quality assurance and meaningful professional development. Working closely with the Executive Headteacher and colleagues across Active Learning Trust, the Assistant Principal will combine high expectations with thoughtful support for staff, ensuring strong foundations for every young person's learning.

Summary of Key Responsibilities

- Provide strategic leadership of teaching and learning, curriculum and assessment to secure consistently strong classroom practice.
- Lead whole-school quality assurance, professional development and evidence-informed improvement.
- Oversee curriculum design and implementation, including Key Stage 3, literacy and assessment systems.
- Line manage and develop middle leaders, supporting performance, accountability and staff growth.
- Contribute to whole-school leadership, safeguarding and sustained improvement as part of the senior team.

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 teacher 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



Location

Chatteris, Cambridgeshire

Contract

Permanent, Full Time

Salary

Leadership Scale (L14 – L18)
£71,330 - £78,702

Closing Date

11 May 2026

Interviews

W/C 11 May 2026

Job description

Assistant Principal

Salary: Leadership Scale (L14 – L18)
Academy Site: Cromwell Community College
Reporting to: Executive Headteacher

Main purpose

To provide strategic leadership of teaching and learning, curriculum, and assessment across the school, ensuring high-quality, inclusive, and ambitious provision that enables all pupils to achieve their full potential.

The role is responsible for driving improvement in the quality of education through rigorous quality assurance, evidence-informed practice, and effective professional development. This includes leading on curriculum implementation, supporting staff to deliver consistently strong teaching, and ensuring that systems for assessment, literacy, and pupil progress are robust and impactful.

As a key member of the leadership team, the postholder will contribute to whole-school improvement, uphold safeguarding principles, and model excellent practice through both leadership and teaching.

Duties and responsibilities

Strategic Leadership

- Lead the development, implementation, and ongoing refinement of the school's Teaching and Learning strategy, ensuring alignment with the school's vision, values, and improvement priorities.
- Contribute to whole-school self-evaluation and improvement planning, particularly in relation to the quality of education.
- Keep abreast of national developments in curriculum, assessment, and accountability, ensuring these inform school practice.
- Deputise for the Principal/Executive Headteacher as required.

Teaching and Learning

- Lead the school's quality assurance programme, working closely with senior leaders to monitor, evaluate, and improve the quality of teaching.
- Develop and implement strategies to secure consistently high-quality teaching across all subjects and key stages.
- Lead targeted intervention and support for teaching staff, including coaching and professional development.
- Promote evidence-informed practice and a culture of continuous improvement in teaching.
- Develop and implement whole-school strategies to improve literacy and oracy.

Curriculum and Assessment

- Provide strategic leadership of the curriculum, ensuring it is broad, balanced, ambitious, and coherently sequenced.
- Lead the implementation and monitoring of the Key Stage 3 curriculum, ensuring strong foundations for future learning.
- Oversee the development and implementation of homework and independent learning strategies.
- Work closely with colleagues to ensure effective assessment systems are in place, supporting accurate tracking of pupil progress.
- Liaise with relevant leaders on curriculum planning, staffing, and timetable considerations.

Staff Leadership and Development

- Line manage designated curriculum areas or subject leaders, ensuring a clear focus on pupil progress and outcomes.
- Lead the implementation of the performance management/appraisal cycle, including mid-year reviews.
- Support the recruitment, development, and retention of high-quality teaching staff.
- Deliver and coordinate high-quality professional development aligned with school priorities.

Pupil Outcomes and Stakeholder Engagement

- Ensure a sharp focus on pupil progress and attainment across the school, particularly for key groups.
- Report on teaching quality and curriculum impact to senior leaders, governors, and other stakeholders.
- Develop and maintain effective partnerships with external organisations to enhance curriculum provision.
- Engage with parents and carers to support pupils' learning and progress.

Safeguarding and Compliance

- Ensure all teaching and learning practices are underpinned by strong safeguarding principles.
- Fulfil statutory safeguarding responsibilities in line with school policy and national guidance.
- Contribute to a safe, inclusive, and supportive learning environment for all pupils.

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 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

Assistant Principal

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	
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 <u>Nolan principles</u>) at all times	E	
Commitment to maintaining confidentiality at all times	E	
Demonstrate initiative and self-motivation	E	
Ability to manage change sensitively	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.

