



Active
Learning
Trust

Candidate Pack
Teaching Assistant (Level 1/2)
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

Teaching Assistant (Level 1/2)

Be part of a team that believes every young person can thrive

We are looking for a Teaching Assistant to join Neale-Wade Academy, working alongside teachers to create a supportive, inclusive classroom where all students can take an active part in learning and school life. This role is about more than support, it is about connection, encouragement and raising expectations, whether working with individuals or small groups, guiding behaviour, or helping learners build confidence and independence. We value people who are calm, adaptable and committed to making a difference, who can build positive relationships and contribute to a culture where every young person feels supported to achieve their best.

Summary of Key Responsibilities

- Support teaching and learning by working with individuals or small groups under the direction of the class teacher
- Promote inclusion, engagement and positive behaviour so all learners can participate fully
- Assist with preparing learning resources and maintaining an effective classroom environment
- Support learners' wellbeing, social development and, where needed, personal care
- Contribute to assessment and record keeping by providing feedback on learner progress

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 Donna Spendelow, HR Recruitment Officer, at: DSpendelow@neale-wade.org



Neale-Wade
Academy

Location

March, Cambridgeshire

Contract

Part time, Permanent

Working Pattern

32 hours, 38 weeks (Term time only)

Salary

ALT Grade C
£25,816 - £26,016 FTE /
ALT Grade D
£26,224 - £26,847 FTE

Start Date

September 2026

Job description

Teaching Assistant (Level 1)

Salary: ALT Grade C

Academy Site: Neale-Wade Academy

Reporting to: Assistant SENDCo - Quality of Education

Main purpose

To work with teachers to support teaching and learning, providing general and specific assistance to learners and staff under the direction, guidance and direct supervision of the classroom teacher.

To support the classroom teacher to facilitate the active participation of learners in the academic and social activities of the academy.

To contribute to raising standards of achievement for all learners.

*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

- To work with individuals or small groups of learners in the classroom under the direct supervision of teaching staff
- To support learners to understand instructions
- To support independent learning and inclusion of all learners
- To support the teacher in behaviour management and keeping learners on task
- To support learning

Resources

- To prepare and clear up the learning environment including displays and the presentation of learners' work
- Photocopying, filing and preparing resources for lessons as directed by the teacher

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 assist learners with dressing, hygiene, eating and any other personal needs, whilst encouraging independence, as required
- To support learners' emotional and social wellbeing, reporting any problems to the appropriate person
- To provide first aid to learners, as required (and where appropriately trained)
- 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

Team Involvement

- To demonstrate own duties to and support new or less experienced staff, as required

Building Professional Relationships

- To communicate with learners to support social and physical wellbeing, learning and development and encourage acceptable behaviour
- To establish and build positive relationships with parents/carers
- To communicate with staff and parents/carers
- To contribute positively to academy development priorities, at an appropriate level

Record Keeping and Information Management

- To record and update confidential learner data and provide feedback to the teacher
- To contribute to observation and assessment procedures, 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

Teaching Assistant (Level 1)

E = Essential / D = Desirable

Qualifications & Training		
NVQ level 2 in related area or equivalent experience	E	
GCSE English and Maths Grade C / Level 4 or above (or equivalent)		D
Able to undertake first aid training, if required	E	
First aid training		D
Experience		
Previous experience of working as a teaching assistant – or in a similar role		D
Skills and Knowledge		
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 identify straight forward solutions to simple problems where minimal personal initiative is required	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 Nolan principles) 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	
Equal Opportunities		
Commitment to inclusion, equality and diversity	E	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

Job description

Teaching Assistant (Level 2)

Salary: ALT Grade D

Academy Site: Neale-Wade Academy

Reporting to: Assistant SENDCo - Quality of Education

Main purpose

To work with teachers to support teaching and learning by working with individuals or small groups of learners under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

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 the classroom teacher to facilitate the active participation of learners in the academic and social activities of the academy. To contribute to raising standards of achievement for all learners.

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

- To work with individuals or small groups of learners in the classroom under the direct supervision of teaching staff
- To work with individual learners with special educational needs and/or with learners for whom English is not their first language, as required
- To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to learners' responses as appropriate
- To participate in planning and evaluation of learning activities with the teacher
- To support independent learning and inclusion of all learners
- To provide feedback to learners in relation to attainment and progress under the direction of the teacher
- To support the teacher in monitoring, assessing and recording learners' progress/activities

- To assist with the development of individual development plans for learners e.g. IEPs, as required
- To support the teacher in behaviour management and keeping learners on task

Resources

- To select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- To arrange/provide resources for lessons/activities under the guidance of the teacher

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 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' emotional and social wellbeing, reporting any problems to the appropriate person
- 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

Team Involvement

- To demonstrate own duties to and support new or less experienced staff, as required

Building Professional Relationships

- To communicate with learners to support social and physical wellbeing, learning and development and encourage acceptable behaviour
- To establish and build positive relationships with parents/carers and other adults e.g. therapists
- To communicate with staff and parents/carers
- To work with external agencies as appropriate
- To contribute positively to academy development priorities, at an appropriate level

Record Keeping and Information Management

- To provide feedback to the teacher on learner progress and behaviour
- To contribute to observation and assessment procedures, as required
- To monitor and record learner progress, in line with academy practice
- To record and update confidential learner data

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

Teaching Assistant (Level 2)

E = Essential / D = Desirable

Qualifications & Training		
GCSE English and Maths Grade C / Level 4 or above (or equivalent)		D
NVQ level 3 in related area or equivalent experience	E	
Able to undertake first aid training, if required	E	
First aid training		D
Experience		
Previous experience of working as a teaching assistant – or in a similar role		D
Experience of working with children or adults with SEND		D
Skills and Knowledge		
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 or situations and to solve straight forward problems and make minor decisions	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 Nolan principles) 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	
Able to attend to the personal care needs of learners, where needed	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.

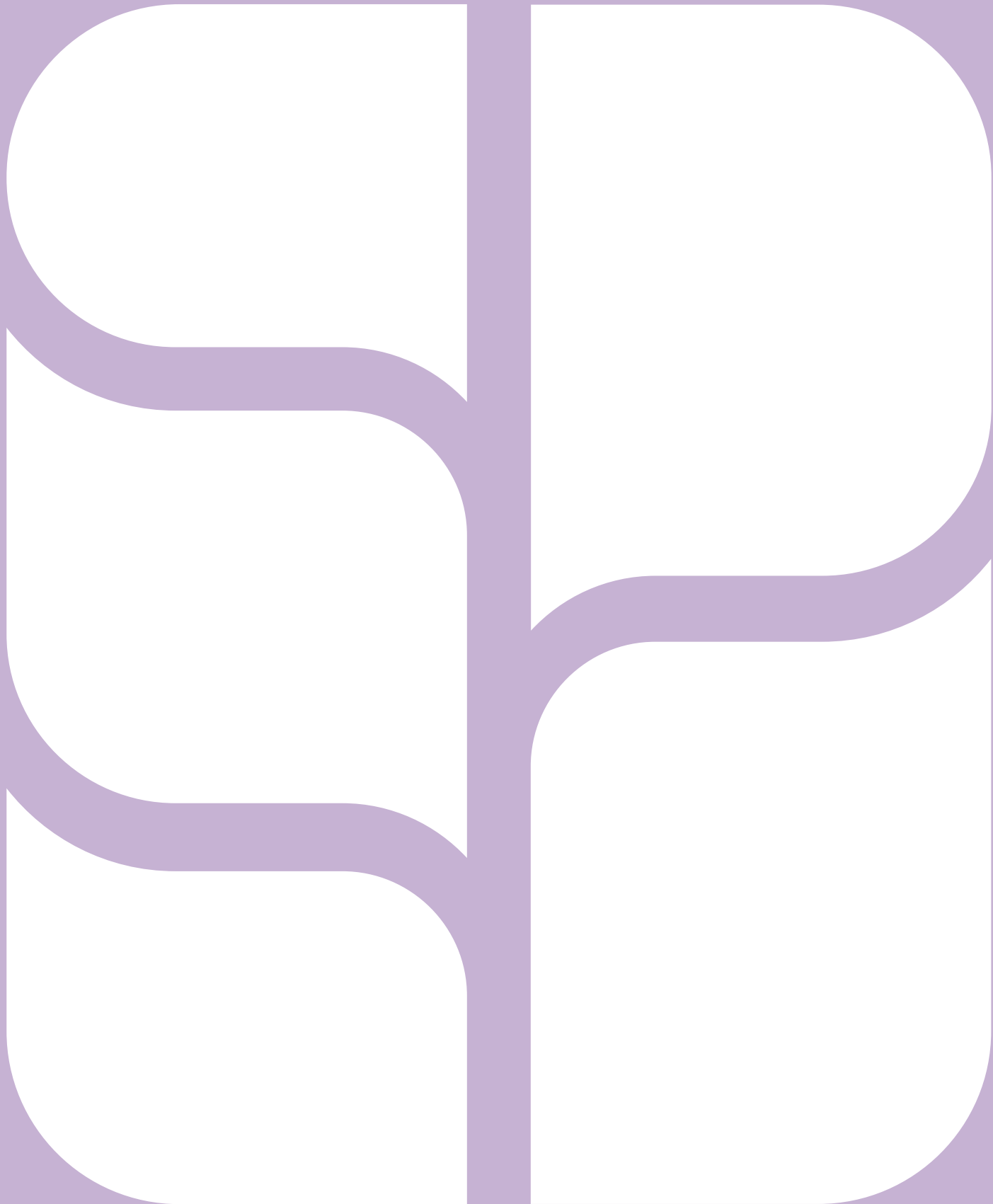
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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