



Active  
Learning  
Trust

**Candidate Pack**  
Teaching Assistant (Level 3)  
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 3)

### Support that makes a real difference, every single day

We are looking for two skilled and compassionate Level 3 Teaching Assistant's to join Highfield Littleport Academy, working closely with teachers to remove barriers to learning and help every pupil thrive. This role blends specialist classroom support with a strong focus on SEND, personal development and wellbeing, from adapting learning activities to supporting individual plans and providing care where needed. Set within a dedicated specialist provision in Cambridgeshire, this is an opportunity to be part of a team that is ambitious for every learner, where collaboration, professional trust and a shared commitment to improvement underpin everything we do.

### Summary of Key Responsibilities

- Deliver and adapt learning activities for individuals and small groups, supporting progress across the curriculum.
- Provide specialist support for learners with additional needs, contributing to and implementing individual development plans.
- Support pupils' personal, social and emotional development, including personal care and medical needs where required.
- Assess, monitor and record pupil progress, working closely with teachers and contributing to reviews and reports.
- Build positive relationships with pupils, families and professionals, supporting a safe, inclusive learning environment.

### 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 Emma Brooke, School Business Manager, at: [emma.brooke@highfieldlittleport.org](mailto:emma.brooke@highfieldlittleport.org)



### Location

Littleport, Cambridgeshire

### Contract

Part Time, Permanent  
(32.5 hours, 39 weeks)

### Salary

ALT Grade E  
£27,060 - £28,154 FTE  
(Plus retention payment)

### Interviews

30 June 2026

### Start Date

September 2026

# Job description

## Teaching Assistant (Level 3)

**Salary:** ALT Grade E

**Academy Site:** Highfield Littleport Academy

**Reporting to:** Assistant Head

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### Main purpose

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

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

- Prepare and deliver learning activities for individuals and groups under the direction of the teacher, differentiating and adapting programmes to suit the needs of allocated learners
- Plan and evaluate specialist learning activities with the teacher
- Provide specialist support e.g. SEND, 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 provide additional tuition for learners who need extra support
- To provide evidence, in line with academy practice, of learner progress within the classes or groups/individuals taught

#### Resources

- To select and adapt appropriate resources/methods to facilitate agreed learning activities

- To organise the learning environment and develop appropriate classroom resources, as required
- To maintain and monitor stocks/supplies, as required
- To be responsible for presenting displays, as required

### **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 for groups or individuals taught. This includes directing the work of other Teaching Assistants within the group.
- 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

### **Team Involvement**

- To demonstrate own duties to and support new or less experienced staff, as required
- To support and monitor less experienced teaching assistants, as required.
- To provide advice and guidance to other staff relating to own specialist area of expertise

### **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 assess, record and report on learner development, progress and attainment, as agreed with the teacher
- To monitor and record learner progress, in line with academy practice
- 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

## Person specification: Teaching Assistant (Level 3)

**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	E	
Able to undertake first aid training, if required	E	
<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		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	
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 to solve varied problems and develop solutions	E	

Ability to work as a team in meeting a range of additional needs including behavioural, social and medical	E	
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<b>Personal Qualities</b>		
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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	
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Commitment to uphold the seven principles of public life (the <a href="#">Nolan principles</a> ) at all times	E	
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Commitment to maintaining confidentiality at all times	E	
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May be required to stand for long periods and/or work in awkward positions e.g. low chairs	E	
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Some exposure to unpleasant conditions e.g. noise, outdoor working	E	
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Able to assist learners, where necessary, with physical activities. Some learners may have severe physical disabilities, medical or behavioural needs.	E	
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Attend to the personal care needs of learners, where needed	E	
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<b>Equal Opportunities</b>		
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Commitment to inclusion, equality and diversity	E	
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<b>Safeguarding</b>		
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Commitment to safeguarding and promoting the welfare of children and young people.	E	
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# 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)