



Active  
Learning  
Trust

**Candidate Pack**  
Deputy Headteacher  
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

## Deputy Headteacher

### A key leadership role shaping high-quality education and strong school culture

We are looking for a Deputy Headteacher who will work closely with the Headteacher at Sidegate Primary to drive improvement in teaching, learning and pupil outcomes, while nurturing a positive, ambitious environment for staff and children alike. This is a pivotal role, combining strategic leadership with a visible presence in classrooms, where strong relationships, thoughtful use of data and a commitment to developing others are essential. Sidegate Primary, a well-established primary school, offers the opportunity to contribute meaningfully to whole-school improvement within a collaborative Trust that places people, professional growth and high expectations at its heart.

### Summary of Key Responsibilities

- Support the Headteacher in setting and delivering the strategic direction and academy improvement priorities
- Lead, support and line manage staff, promoting high expectations and effective professional development
- Monitor and evaluate teaching, learning and pupil outcomes, using data to drive improvement
- Contribute to a safe, well-structured learning environment, promoting behaviour, wellbeing and inclusion
- Build positive relationships with governors, families and the wider community, and act on behalf of the Headteacher when required

### 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 Graham Almond, Headteacher, at: [graham.almond@sidegate.net](mailto:graham.almond@sidegate.net)



**Sidegate  
Primary  
School**

### Location

Ipswich, Suffolk

### Contract

Full time, Permanent

### Salary

ALT Leadership L11 - L15  
£66,368 - £73,105

### Start Date

September 2026

### Interviews

30 June 2026

# Job description

## Deputy Headteacher

**Salary:** Leadership – L11 – L15

**Academy Site:** Sidegate Primary

**Reporting to:** Headteacher

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### Main purpose

To assist the headteacher in making strategic evaluations of teaching, learning and personnel issues as a supportive and well-motivated team member.

The duties outlined in this job description are in addition to meeting the expectations of the teacher standards.

This role leads on pastoral provision, including oversight of safeguarding as Designated Safeguarding Lead, working in close partnership with colleagues to support the whole child and contribute to the ongoing development of the school.

### Duties and responsibilities

#### Leadership

- Support the headteacher in providing a clear direction for the development of the academy.
- Contribute to management decisions on all aspects of policy, development, and organisation by playing a significant role in the preparation, implementation and monitoring of the academy improvement plan.
- Assume responsibility for the management of the academy in the absence of the headteacher.
- Lead, support and motivate staff, encouraging good relationships and working practices.
- Develop effective positive relationships with governors, parents and the community and take a lead role in working with the Governing Body.
- To work closely with the Headteacher on the recruitment of high quality employees.
- To line manage staff as appropriate within the academy structure.
- To provide mentoring as identified

#### Standards and Quality Assurance

- Support the aims and ethos of the academy and the Trust.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for children's moral, social and cultural development.

- Contribute to staff development and training needs and the provision of effective INSET.
- Promote and develop effective links with Trust personnel, neighbouring schools and outside agencies in order to provide high quality education to match the needs of all pupils.

### **Teaching and Learning**

- Carry out teaching duties, if required, in accordance with the academy's schemes of work and National Curriculum.
- Monitor and evaluate pupil achievement and attainment throughout the academy.
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Support subject leaders in the development and implementation of their subject.
- To act as subject leader as directed
- To monitor the quality of teaching and learning, in line with academy and Trust policies.
- To set appropriate expectations of staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improvement.
- Supporting all staff to meet personal and professional targets and ensuring that the aims of the academy are promoted.

### **Recording and Assessment**

- Update the headteacher, other senior leaders and the governing body on the effectiveness of provision for all pupils throughout the academy.
- Play a major part in the target setting process for raising achievement.
- Mark and return work within agreed time span, providing feedback and targets.
- Assist in monitoring progress and ensuring appropriate actions plans are in place where issues are identified.
- Ensure planning is effectively carried out that individual needs are being addressed.

### **Other Areas of Responsibility**

- To take the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, as required
- A teaching commitment, 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

## Deputy Headteacher

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

<b>Qualifications &amp; Training</b>		
Qualified Teacher Status (QTS)	E	
Evidence of sustained, continuous professional development, preferably in more than one school	E	
Successful completion of NPQSL or NPQML (or similar)		D
<b>Experience</b>		
Successful proven experience of leadership as a Senior Leader/Assistant Headteacher/Deputy Headteacher	E	
Experience of leading and managing the creation and implementation of a strategic plan, identifying priorities and targets	E	
Experience of using school data to establish benchmarks, set targets and evaluate for improvement	E	
Experience of effectively managing staff performance and supporting professional development	E	
Experience of leading a significant number of whole school initiatives resulting in improved outcomes for all children	E	
Sustained successful experience of teaching across a range of primary age groups	E	
Experience of working with governors to support the strategic development of the school/academy		D
Experience and ability as a mentor and coach of others		D
Experience of line management of staff		D

Experience of school financial management guidelines		D
Sustained outstanding teaching practice in both Key Stages 1 and 2 and including a demonstrable appreciation of the Early Years Foundation stage		D

<b>Skills and Knowledge</b>		
An exemplary role model with a proven track record of developing others	E	
Ability to build and lead an effective team and to hold people to account for their role within the team	E	
Ability to lead and manage change whilst sustaining the academy's good practice	E	
Ability to deploy resources effectively to achieve the priorities set out in the Academy Development Plan within budget	E	
Ability to investigate, resolve problems and make decisions	E	
Has an excellent understanding of assessment and tracking pupil progress from EYFS to KS2. Including knowledge and experience of statutory assessments	E	
A confident user of ICT with successful experience of using data and assessment to maximise outcomes	E	
Communicates effectively and listens to and responds to others	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	
Ability to inspire, lead and motivate staff and pupils	E	
Ability to deal with people and conflict sensitively and effectively	E	
Has an enthusiastic, inspirational approach that enables children to achieve well	E	

Willing to assume full responsibility for the school in the absence of the Headteacher	E	
Is enthusiastic, energetic and resilient	E	
Is approachable but able to set appropriate boundaries	E	
Has a positive outlook and the ability to manage stressful situations calmly and sensitively	E	
Demonstrates the confidence to act on their initiative	E	
Is innovative, flexible, creative and open to change and new ideas	E	
Demonstrates the ability to build, maintain and develop effective relationships with pupils, staff and governors	E	
Has a commitment to develop positive and reciprocal relationships with parents/carers so that they are partners in their child's learning	E	
Thinks creatively to anticipate and solve problems		D
<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	
An understanding of up-to-date safeguarding requirements including all aspects of safer recruitment	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.

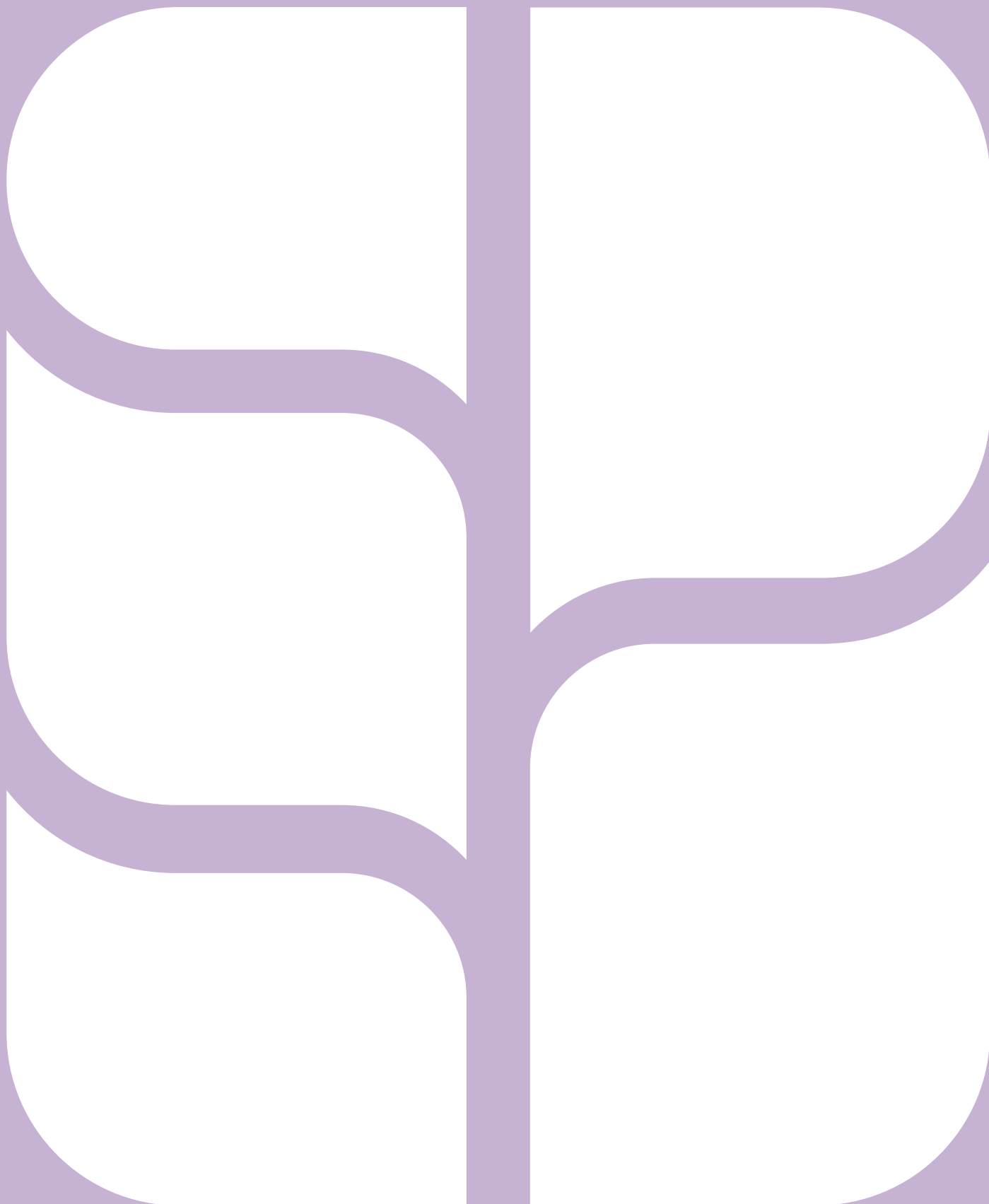
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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)