



Active
Learning
Trust

Candidate Pack

HLTA
May 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](#)



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.

Job Vacancy

HLTA

Shaping everyday learning

We are looking for a committed Higher Level Teaching Assistant to join Hillside Primary School in Ipswich, working closely with teachers to support high-quality learning for individuals, groups and whole classes. This is a hands-on, purposeful role for someone who brings sound judgment, strong relationships and a belief that every child can succeed. As part of Active Learning Trust, Hillside is a community primary school where collaboration, inclusion and improvement matter. The role offers scope to use specialist strengths, take ownership of agreed learning activities and contribute positively to pupils' academic progress and wellbeing, within a supportive school and Trust that invests in its people.

Summary of Key Responsibilities

- Deliver planned learning activities to individuals, groups and whole classes under agreed supervision, adapting approaches to meet pupil needs.
- Provide specialist support, including SEN, EAL or subject-specific input, contributing to individual development plans and reviews.
- Support pupils' academic progress, behaviour, and personal, emotional and social development.
- Assess, record and report on pupil progress, sharing information constructively with teachers, parents and relevant professionals.
- Contribute positively to the wider life of the school, including supervision, visits and supporting colleagues where 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 Lucy Wass, Headteacher, at: l.wass@hillsideprimary.co.uk



**Hillside
Primary
School**

Location

Ipswich, Suffolk

Contract

Full Time, Temporary
(Maternity Cover)

Salary

ALT Grade F
(£28,142 - £30,024 FTE)

Closing Date

29 May 2026

Interviews

To be confirmed

Job description

HLTA – Higher Level Teaching Assistant (TA Level 4)

Salary: ALT Grade F
Academy Site: Hillside Primary
Reporting to: Deputy Headteacher

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.

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 modifying and adapting activities as necessary
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Provide specialist support e.g. SEN, EAL or in a particular learning area
- To be involved with organising and implementing individual development plans for pupils e.g. IEPs, including attending reviews, as required
- To provide short term cover supervision of classes, as required

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

Exams, Educational Visits and Other Supervision

- To invigilate exams and tests, if required

- To assist escorting pupils on educational visits, as required
- To assist with break time supervision including facilitating games and activities, as required

Personal and Welfare Support

- To assist pupils with dressing, hygiene and eating whilst encouraging independence, as required
- To support pupils in their personal, emotional and social development
- To provide pastoral support to pupils, as required

Systems, Policies and Procedures

- To contribute to the development of policies and procedures, if required
- To be responsible for the careful and safe use of equipment
- To be responsible for the safety and well being of pupils in the classroom

Team Involvement

- May supervise other teaching assistants or allocate day to day work to other staff

Building Professional Relationships

- To liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement
- To liaise with external agencies, as required

Record Keeping and Information Management

- To assess, record and report on pupil development, progress and attainment

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 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

Qualifications & Training		
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
Experience		
Previous experience of working as a teaching assistant	E	
Some experience of planning, preparing and delivering specified work to classes		D

Skills and Knowledge		
Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area	E	
Knowledge of behaviour management techniques	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	

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	



www.activelearningtrust.org