

Active  
Learning  
Trust

**Candidate Pack**  
Wrap Around Care Worker  
March 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 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

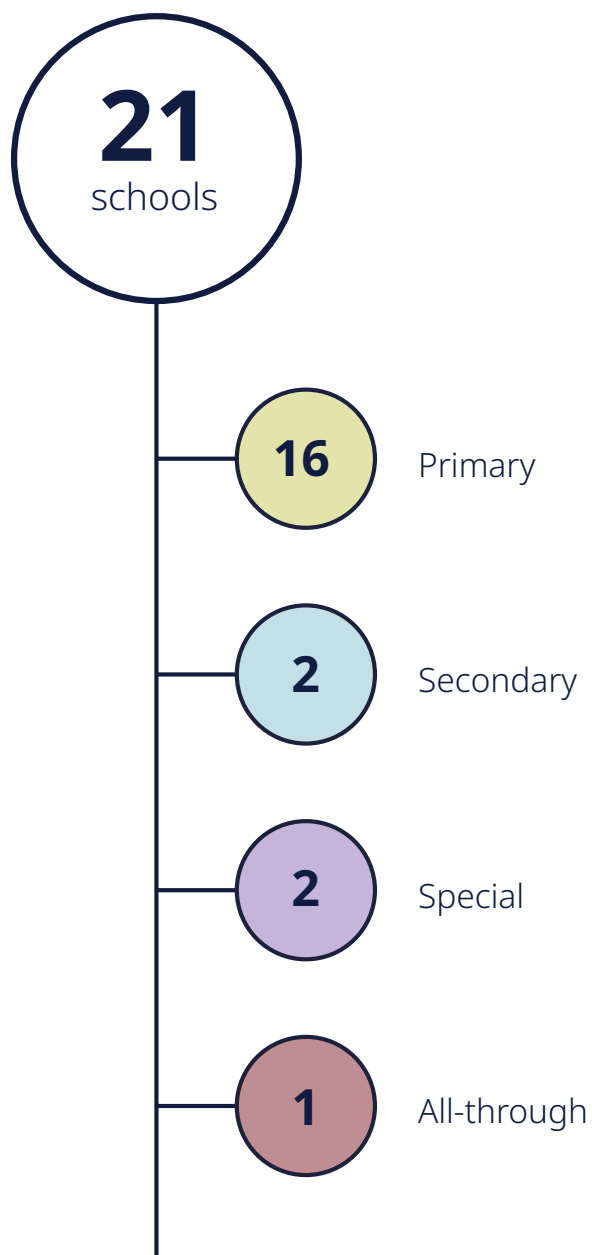
# Our Schools

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

## Wrap Around Care (Level 1 & 3)

### Play a key role in supporting pupils' wellbeing outside the classroom.

Loddon Primary Federation is looking for two caring and reliable Wrap Around Care Worker's (Level 1 & 3) to support pupils during our extended provision. You will help create a safe, positive, and engaging environment, ensuring pupils are well supervised and supported at the start and end of the school day.

### Summary of Key Responsibilities

- Supervise pupils and ensure a safe, positive environment during club sessions.
- Support behaviour, wellbeing, and safeguarding at all times.
- Assist with snacks, activities, and maintaining clean, organised spaces.
- Monitor play areas and respond to minor incidents or first aid needs.
- Follow school policies and report any concerns or incidents.
- Communicate effectively with staff and pupils to support a smooth-running club.

### Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists who 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 that you can focus on making a real difference in our schools and beyond.

### Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and Teacher pensions.

### Contact

If you wish to discover more about this exciting opportunity and our Academy, then please contact Liz Fulcher, [lfulcher@lpfed.org](mailto:lfulcher@lpfed.org)



**Loddon  
Primary  
Federation**

### Location

Loddon, Norfolk

### Contract

x 2 Fixed term until  
31/08/2026

x 2 10 hours per week,  
Monday to Thursday  
3:15pm-5:45pm (2.5 per  
day)

### Salary

Level 1 - ALT Grade C  
(£5,603.75 - £5,691.66  
Actual)

Level 3 - ALT Grade E  
(£5,920.14 - £6,159.47  
Actual)

### Closing Date

12th April 2026

### Interviews

17th April 2026

## Job description: Wrap Around Care (Level 1)

### Job details

<b>Salary:</b>	ALT Grade B
<b>Academy Site:</b>	Loddon Primary Federation
<b>Reporting to:</b>	Headteacher

### Main purpose

To supervise children attending the onsite breakfast or after school clubs, ensuring that the club runs smoothly and effectively.

To play a crucial role in ensuring that the breakfast or after school club provision is effectively managed and supports the safety and wellbeing of pupils during the club.

### Duties and responsibilities

- Supervising pupils during the club to maintain order and prevent accidents.
- Assisting pupils with tasks such as opening food containers, cleaning up spills, and resolving minor disputes.
- Ensuring that pupils follow academy rules and behaviour expectations during the club.
- Monitoring the playground and other areas where pupils have access during the club to ensure a safe environment.
- Providing basic first aid or contacting appropriate personnel in case of injuries.
- Reporting any concerns or incidents to academy staff.

### Pupil Behaviour and welfare

- Supervise activities relating to the club
- Maintain the health, safety, welfare and safeguarding of pupils during the club

### Pupil dining

- May set out tables and chairs for the eating of food during the club and clear them away
- May wipe down tables and clean dining areas
- May clean up spillages of food or liquid during the club

### Resources

- May set out and store equipment
- Responsible for the safe use of equipment

### Systems, policies, and procedures

- Report any incidents and deals with any injuries in line and deals with academy policy
- Adheres to the academy's behaviour management and safeguarding policies and other relevant policies

### Team involvement

- May demonstrate own duties to new or less experienced staff

### **Building professional relationships**

- Communicates with pupils during the club which includes such things as encouraging a healthy meal selection, overseeing play activities, and managing behaviour
- Exchanges information with staff about incidents and pupil behaviour

### **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: Wrap Around Care (Level 1)

E = Essential D = Desirable

	E	D
<b>Qualifications and training</b>		
Literacy and Numeracy – ability to follow written guidance and procedures	x	
Basic knowledge of first aid		x
Food Hygiene Certificate		x
<b>Experience</b>		
Has worked in a school or similar setting		x
Experience of working with pupils including managing behaviour		x
<b>Skills and knowledge &amp; Physical Demands</b>		
Ability to identify and resolve straight forward problems e.g. a minor disagreement between pupils	x	
Ability to communicate appropriately with pupils according to their age and show tact and empathy when necessary	x	
Interprets information and situations and solves straight forward problems	x	
Work is normally in areas which are noisy and may involve spillages	x	
Outside activities are outdoors in most weathers	x	
There will be short periods of carrying loads and cleaning	x	
<b>Personal qualities</b>		
Embodies the 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>	x	
Commitment to always uphold the 7 principles of public life (the Nolan principles)	x	
Commitment to maintaining confidentiality at all times	x	
<b>Equal opportunities</b>		
Commitment to inclusion, equality, and diversity	x	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	x	

## Job description: Wrap Around Care (Level 3)

### Job details

<b>Salary:</b>	ALT Grade E
<b>Academy Site:</b>	Loddon Primary Federation
<b>Reporting to:</b>	Headteacher

### Main purpose

To manage the breakfast or after school club provision, ensuring it supports the safety and wellbeing of pupils during the club.

To supervise children attending the onsite breakfast or after school clubs, ensuring that the club runs smoothly and effectively.

### Duties and responsibilities

#### Club Provision

- To be a bridge between home and school and ensure a smooth transition for pupils and their families
- To coordinate with academy staff to address safety concerns, behavioural issues, or other matters related to the club
- To manage resources and supplies needed for the designated club, such as first aid kits, cleaning materials, or equipment for outdoor activities.

#### Pupil Behaviour and Welfare

- To supervise pupils during the club, to maintain order and prevent accidents
- To establish supportive, positive relationships and a strong rapport with the pupils attending the club
- To give support in order to meet the pastoral, social and personal needs of the pupils
- To ensure that pupils follow academy rules and behaviour expectations during the club
- To provide basic first aid or contact appropriate personnel in case of injuries
- To reporting any concerns or incidents to class teachers

#### Food provision

- To oversee and participate in providing food for children attending the club
- To wipe down tables and clean dining areas after the club
- To clean up spillages of food or liquid during the food provision

#### Resources

- May set out and store equipment and run activities in the playground area
- Responsible for the safe use of equipment
- To maintain and monitor stocks/supplies, as required

### **Personal and Welfare Support**

- To assist pupils with dressing, hygiene and eating whilst encouraging independence, as required
- To supporting pupils emotional and social well-being, reporting any problems to their teacher

### **Systems, Policies and Procedures**

- To contribute to maintaining a safe environment
- To be responsible for the careful and safe use of equipment

### **Team Involvement**

- To supervise other Wrap Around Care staff and deploy the staff effectively to ensure the safe running of the club

### **Building Professional Relationships**

- To communicate with pupils during the club, which includes such things as encouraging a healthy food selection, overseeing play activities, and managing behaviour
- To exchange information with staff about incidents and pupil behaviour and obtain information about how to meet individual pupil needs

### **Record Keeping and Information Management**

- To complete records in relation to behaviour management, incidents and first aid
- To complete the daily attendance register

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- 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.

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## Person Specification: Wrap Around Care (Level 3)

E = Essential D = Desirable

	E	D
<b>Qualifications and training</b>		
Literacy and Numeracy – ability to follow written guidance and procedures	x	
NVQ level 3 in related area or equivalent experience	x	
Basic knowledge of first aid		x
Food Hygiene Certificate	x	
<b>Experience</b>		
Has worked in a school or similar setting		x
Experience of working with pupils including managing behaviour	x	
Previous experience of supervising other staff		x
<b>Skills and knowledge</b>		
Ability to identify and resolve straight forward problems e.g. a minor disagreement between pupils	x	
Ability to communicate appropriately with pupils according to their age and show tact and empathy when necessary	x	
Knowledge and compliance with policies and procedures relevant to health and safety and child protection	x	
Ability to interpret information and situations and to solve varied problems and develop solutions	x	
<b>Personal qualities</b>		
Embodies the 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>	x	
Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a> ) at all times	x	
Commitment to maintaining confidentiality at all times	x	
May be required to stand for long periods and or work in awkward positions e.g. low chairs	x	
Some exposure to unpleasant conditions e.g. noise, outdoor working in all weathers	x	
<b>Equal opportunities</b>		
Commitment to inclusion, equality and diversity	x	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	x	

# 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.

