



Active
Learning
Trust

Candidate Pack
Enrichment Coordinator
May 2026



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Dear applicant



Thank you for your interest in this new role and in developing your career with Active Learning Trust.

As I hope you are already aware, our trust is deeply committed to supporting every member of staff to grow and succeed. We know that our greatest strength lies in the talent, commitment and ambition of our colleagues, and that when our people thrive, our pupils thrive. That is why we invest so deeply in professional development.

Whether you are taking the next step in leadership or broadening your skills in a new area, I want you to feel encouraged to aspire, supported to achieve, and confident that your contribution is shaping brighter futures for children and families across our schools.

Like everything at ALT, our recruitment process is rooted in our values, which shape how we work and how we support one another. We believe in openness, collaboration, and creating the conditions where colleagues feel confident to contribute their ideas and take on new challenges. By fostering these qualities in our people, we strengthen our schools, enrich our community, and ensure that everyone has the chance to make a meaningful impact.

If this opportunity speaks to your ambitions, I encourage you to apply and to take the next step in your journey with us. Together, we can continue to build a trust where extraordinary outcomes are achieved.



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

Enrichment Coordinator

Create opportunities that help every student discover what they are capable of

We are looking for an Enrichment Coordinator to lead and grow a vibrant, inclusive programme at Chantry Academy that inspires students to engage, explore and thrive. This role sits at the heart of school life, shaping a diverse offer of clubs, trips, leadership opportunities and the Duke of Edinburgh's Award, ensuring all students can take part and benefit. Working closely with colleagues and external partners, the postholder will combine strong organisation with creativity and a genuine passion for young people, helping to remove barriers to participation and build a culture where enrichment supports wellbeing, confidence and personal development for every student.

Summary of Key Responsibilities

- Lead, plan and evaluate a broad enrichment programme, including clubs, trips and leadership opportunities
- Coordinate and support delivery of the Duke of Edinburgh's Award, including expeditions and tracking participation
- Promote inclusive student engagement, monitoring participation and supporting underrepresented groups
- Manage communication, logistics, records and resources for enrichment activities and events
- Build partnerships with staff, families and external organisations to enhance opportunities

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 Karis Lambert, HR Manager, at: KLambert@chantryacademy.org



Location

Ipswich, Suffolk

Contract

Fixed Term - 31/08/2027

Salary

TLR £5000 per annum

Interview Date

To be confirmed

Start Date

September 2026

Job description

Enrichment Coordinator

Salary: TLR £5000
Academy Site: Chantry Academy
Reporting to: Assistant Principal

Main purpose

To lead, coordinate, and develop a high-quality enrichment programme that enhances students' personal development, wellbeing, and engagement in school life. This includes supporting and managing the school's **Duke of Edinburgh Award (DofE)** programme and ensuring inclusive participation across all key stages.

Duties and responsibilities

Enrichment Programme Management

- Plan, organise, and evaluate a wide range of enrichment activities (clubs, trips, themed days, leadership opportunities).
- Develop a diverse programme that supports student interests, personal development, and curriculum enrichment.
- Promote and increase student participation, ensuring inclusivity and accessibility for all learners.
- Coordinate enrichment timetables and liaise with teaching and support staff.

Duke of Edinburgh Award (DofE)

- Support and assist in the planning, organisation, and delivery of the DofE programme (Bronze, Silver, and Gold as applicable).
- Liaise with the DofE Manager/Coordinator (if separate) and external organisations.
- Assist in organising expeditions, training sessions, and assessment activities.
- Maintain accurate records of student participation and progress using eDofE or relevant systems.
- Ensure appropriate health and safety procedures, risk assessments, and safeguarding measures are followed.

Student Engagement and Development

- Encourage student leadership through enrichment opportunities (e.g., student ambassadors, peer mentors).
- Support vulnerable or disengaged students to participate in enrichment activities.
- Monitor participation data and identify groups underrepresented in enrichment.

Administrative and Organisational Duties

- Maintain records, registers, and evaluation reports for enrichment activities.
- Manage communication with staff, students, and parents regarding activities and events.
- Assist with budgeting, resources, and logistics for activities and trips.

Partnership and Community Links

- Build relationships with external providers, community organisations, and activity leaders.
- Organise partnerships to enhance the enrichment offer (sports, arts, volunteering, outdoor education).

Safeguarding and Compliance

- Ensure all activities comply with school policies, safeguarding procedures, and health and safety regulations.
- Complete and review risk assessments for trips and activities.

Other Duties

- Support whole-school events (e.g., open evenings, celebration events).
- Undertake any other reasonable duties in line with the role.

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

Enrichment Coordinator

E = Essential / **D** = Desirable

Qualifications & Training		
GCSEs (or equivalent) in English and Maths	E	
Relevant experience in education, youth work, or activity coordination	E	
DofE Award Leader/Manager training		D
First Aid qualification		D
Outdoor education or youth leadership qualification		D
Experience		
Experience working with young people (secondary age preferred)	E	
Experience organising activities, events, or programmes	E	
Experience working as part of a team	E	
Experience supporting or delivering DofE programmes		D
Experience organising trips or outdoor education activities		D
Experience working within a school environment		D

Skills and Knowledge		
Strong organisational and planning skills	E	
Excellent communication and interpersonal skills	E	
Ability to motivate and engage students from diverse backgrounds	E	
Good administrative and IT skills (e.g., email systems, spreadsheets)	E	
Understanding of safeguarding and child protection	E	
Knowledge of enrichment frameworks and extracurricular provision		D
Familiarity with eDofE or similar tracking systems		D
Understanding of health and safety requirements for educational visits		D

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.

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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