



Active
Learning
Trust

Candidate Pack
Assistant Principal
April 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

Assistant Principal

Help shape a culture where every young person belongs and succeeds

Chantry Academy is seeking an Assistant Principal to provide decisive, values-led leadership of behaviour, inclusion and pastoral culture. Serving a diverse community in Ipswich, Chantry is proud of its progress and ambitious about what comes next. This role offers genuine influence over the day-to-day experience of pupils, from expectations and routines to fair access, reintegration and family partnership. Working within the Trust's people-first culture, the successful candidate will model calm authority, intelligent compassion and uncompromising expectations, supporting staff to deliver consistent practice and pupils to feel safe, respected and ready to learn. It is a role for a leader motivated by moral purpose and the belief that schools can change futures.

Summary of Key Responsibilities

- Provide strategic leadership of behaviour, culture and inclusion, embedding high expectations and consistent practice across the academy
- Lead and refine whole-school behaviour systems using data, early intervention and restorative approaches to improve outcomes
- Oversee fair access admissions, reintegration and support for pupils with complex behavioural and social needs
- Support, challenge and develop staff through visible leadership and targeted professional development
- Work closely with families, external agencies and safeguarding leads to ensure pupils are safe, supported and able to thrive

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 Dean Rosembert, Headteacher, at: drosembert@chantryacademy.org



Location

Ipswich, Suffolk

Contract

Full Time, Permanent

Salary

Leadership Scale L11 - L15
(£66,368 - £73,105)

Interview Date

11 May 2026

Start Date

September 2026

Job description

Assistant Principal

Salary: Leadership L11 - L15

Academy Site: Chantry Academy

Reporting to: Headteacher

Main purpose

To provide strategic leadership of behaviour, culture, and inclusion across the school, ensuring a safe, positive, and aspirational environment where all pupils can thrive. The role is responsible for embedding high standards of conduct, supporting staff to deliver consistent and inclusive practice, and driving improvement through effective use of data, intervention, and partnership with families and external agencies. As a key member of the leadership team, the postholder will contribute to whole-school improvement, uphold safeguarding principles, and model excellent practice through both leadership and teaching.

Duties and responsibilities

Strategic Leadership

- Lead the implementation and ongoing refinement of the school's behaviour and culture strategy, ensuring alignment with the school's vision, values, and improvement priorities.
- Embed a positive, inclusive, and aspirational culture that promotes excellent conduct, mutual respect, and readiness to learn across the school.
- Contribute to whole school self evaluation and improvement planning, particularly in relation to behaviour, attitudes, and personal development.

Behaviour and Conduct

- Oversee the effective operation of the school's behaviour policy, ensuring consistency, fairness, and clarity in expectations and routines.
- Monitor and analyse behaviour data to identify trends, vulnerable cohorts, and areas for intervention, using insights to drive improvement.
- Lead on strategies to reduce serious incidents, suspensions, and internal exclusions, promoting early intervention and restorative approaches where appropriate.
- Ensure robust systems are in place for reintegration following suspension or alternative provision placements.

Inclusion and Fair Access

- Represent the school at IFAP (In Year Fair Access Panel) meetings, preparing and presenting accurate information and ensuring statutory and local authority expectations are met.
- Oversee the admission, induction, and ongoing support of pupils admitted through fair access processes, ensuring smooth transitions and appropriate provision.
- Work closely with pastoral leaders, SEND staff, and external agencies to support pupils with complex behavioural and social needs.

Staff Leadership and Development

- Support and challenge middle leaders, pastoral teams, and teaching staff to uphold high standards of behaviour and culture.
- Deliver or coordinate professional development for staff on behaviour management, de-escalation strategies, and inclusive practice.
- Act as a visible and proactive leader around the school, supporting staff and modelling excellent practice.

Pupil, Parent, and Stakeholder Engagement

- Work constructively with parents and carers to support positive behaviour, ensuring communication is timely, professional, and solution focused.
- Liaise effectively with external agencies, alternative provision, and the local authority to secure appropriate support for pupils.
- Contribute to reports for senior leaders and governors on behaviour, exclusions, and inclusion outcomes.

Safeguarding and Compliance

- Ensure all behaviour and inclusion practices are underpinned by strong safeguarding principles.
- Work closely with the DSL and pastoral leaders to ensure pupils at risk are identified and supported appropriately.
- Deputise for senior colleagues as appropriate.
- Undertake any other reasonable duties commensurate with the role as directed by the Principal.

Undertake a proactive part in:

- Those activities that are part of the self-evaluation of the Academy
- Being a high-profile presence around school
- Appraisal, performance and line management systems
- Participate in training and other learning activities
- Student and parent voice activities
- Promoting the Academy in the local community to contribute to its positive reputation
- Set an example in undertaking a regular commitment to duties and the assembly rota
- Work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions.

Teaching

- Undertake a timetabled teaching commitment, where required, complying with the
- Teachers' Standards and modelling best practice for others.

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to allocated subject/s Improvement Plan/s and their implementation.
- To contribute to the whole Academy's planning activities.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
- Teaching students whose teacher is not available to team them, as requested.
- Participating in all arrangements for public examinations
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

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

Assistant Principal

E = Essential / D = Desirable

Qualifications & Training		
Qualified teacher status (QTS)	E	
Degree, or equivalent in appropriate subject	E	
NPQSL: National Professional Qualification for Senior Leadership - either currently or willing to study for one. Evidence of professional development across career to date.	E	
Experience		
Proven track record of contributing to the raising of educational standards. Able to acknowledge success and challenge under-performance Proven track record of providing direction, inspiration and strong leadership to staff.	E	
Has successful experience of pastoral elements of school leadership along with an understanding of the personalised learning agenda	E	
Has a sound understanding of how students behave and learn, and how to raise standards through careful monitoring and target settings.	E	
Able to access, analyse and interpret information and data to support school improvement and the raising of standards in learning, teaching and behaviour	E	
Proven track record in leading and managing staff including building a successful team and delegating effectively.	E	
Able to acknowledge success and challenge under-performance	E	
Proven track record of providing direction, inspiration and strong leadership to staff.	E	
Skills and Knowledge		
An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development.	E	

Understands aims and vision of the school and is able to inspire, challenge and motivate others to carry the vision of excellence forward	E	
Able to lead by example in promoting the Academy's vision and values to students, staff, Governors and parents	E	
Promotes positive behaviour management and develops a student focused, inclusive and effective learning environment	E	
Can motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development	E	
Has the drive and ability to provide clear direction and motivate others to attain high goals	E	
Has sound knowledge and understanding of the wider educational agenda	E	
Understands the value of systematic and rigorous self-evaluation, and combines the outcomes of this with external evaluations to develop the school	E	
Understands the need for effective relationships with parents, carers, partners and the community which enhance and support student learning	E	
Can understand how Trust status can support improvement strategies for the school via partner collaboration	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	
Equal Opportunities		
Commitment to inclusion, equality and diversity	E	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people.	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