



Active
Learning
Trust

Candidate Pack

Head of MFL

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

Head of MFL

Shape a language curriculum that opens doors and broadens horizons.

We are looking for a skilled and thoughtful Head of Modern Foreign Languages to lead and develop MFL at Cromwell Community College. This role sits at the heart of our commitment to high-quality teaching, strong curriculum thinking and ambitious outcomes for every pupil. As the Head of MFL, you will provide clear strategic direction, build an effective and supported team, and ensure a well-sequenced, inclusive curriculum that brings languages to life. This is an opportunity to influence practice, grow professionally and make a lasting difference for young people through the power of language learning.

Summary of Key Responsibilities

- Provide strategic leadership for MFL, securing high-quality teaching and strong pupil outcomes.
- Develop, implement and review a well-sequenced, inclusive MFL curriculum and assessment approach.
- Lead, support and develop staff through coaching, monitoring and targeted professional development.
- Promote the subject across the academy, including enrichment, progression and links to future pathways.
- Manage resources effectively and work collaboratively with senior leaders and wider partners, including within the Trust.

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 teacher pension scheme.

Contact

If you would like an informal discussion about the role, or for more info, please contact Vicki Walpole, HR and Recruitment Officer at: VWalpole@cromwell.cambs.sch.uk



Location

Chatteris, Cambridgeshire

Contract

Permanent, Full-time
(Part-time would be considered)

Salary

TLR1a - £10,174

Closing Date

20 May 2026

Start date

01 September 2026

Job description

Head of MFL

Salary: TLR1a

Academy Site: Cromwell Community College

Reporting to: Vice Principal

Main purpose

The head of department will take lead responsibility for providing leadership and management for Modern Foreign Languages to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

The head of department will also:

- Fulfil the professional responsibilities of a teacher
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Strategic direction

- Develop and implement policies for Modern Foreign Languages in line with the academy's commitment to high-quality teaching and learning.
- Promote the subject, its importance, and the value that it brings across the academy
- Have a good understanding of how well the subject is being delivered and the impact it has on student achievement
- Use this understanding to feed into the academy development plan and produce an action plan for the subject
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the academy's values, visions and aims
- Work with the special educational needs co-ordinator (SENDCo) to ensure the curriculum matches the needs of different students, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively

- Liaise with feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the academy
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in the subject area

Leading and managing staff

- Establish an effective team and hold regular meetings on the subject to keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the Trust's appraisal policy
- Contribute to timetabling and manage setting pupils into attainment groups

Professional development

- Take part in the Trust's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the academy
- Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Efficient and effective deployment of resources

- Provide support with textbooks and library books in your subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students

- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home if necessary

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the academy and the Trust

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

Head of MFL

E = Essential / **D** = Desirable

Qualifications & Training		
Qualified teacher status (QTS)	E	
Degree	E	
Successful completion of statutory induction for teachers (or ready to undertake)	E	
Experience		
Successful teaching experience	E	
Successful experience of subject leadership	E	
Skills and Knowledge		
Able to meet the teachers' standards, consistently and effectively	E	
Expert knowledge of the National Curriculum, particularly the Modern Foreign Languages curriculum	E	
Good ICT skills, particularly using ICT to support learning	E	
Ability to build effective working relationships with students, staff and other stakeholders	E	
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	E	
Awareness of local and national organisations that can provide support with delivering the subject	E	
Ability to adapt teaching to meet students' needs	E	

Knowledge of guidance and requirements around safeguarding children	E	
Effective communication and interpersonal skills	E	
Ability to communicate a vision and inspire others	E	
Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum	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	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy and Trust	E	
High expectations for children's attainment and progress	E	
Ability to work under pressure and prioritise effectively	E	
Commitment to uphold the seven principles of public life (the <u>Nolan principles</u>) 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