

Active
Learning
Trust

Candidate Pack
Teaching Assistant
December 2025



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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 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 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 has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.

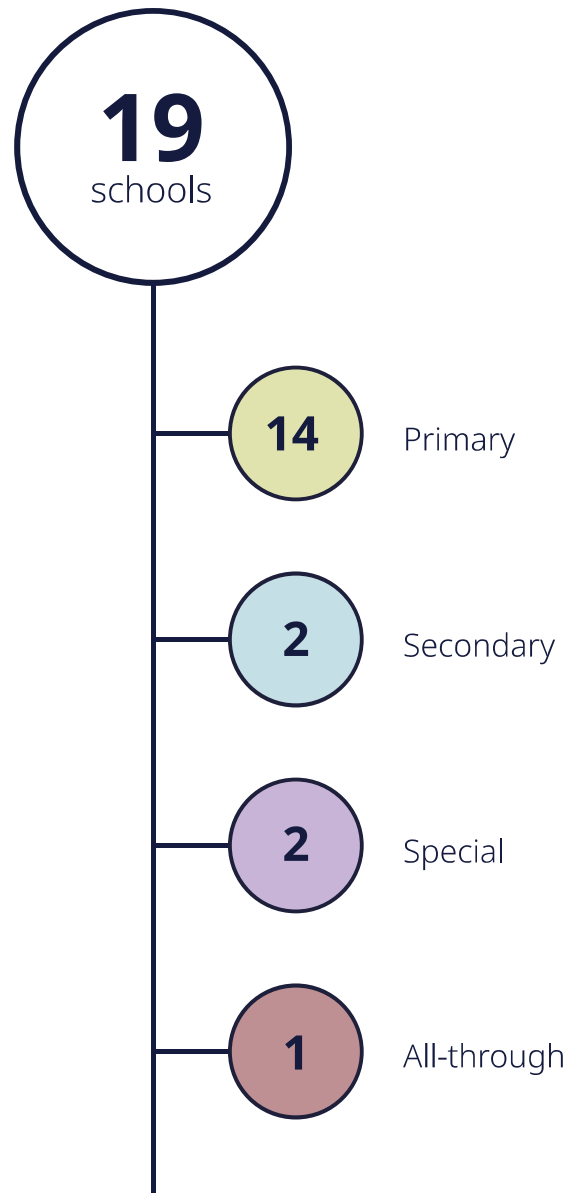
Lisa Corby
Academy Improvement Lead

Our Schools

Active Learning Trust encompasses 19 schools – eight in Cambridgeshire and 11 in Suffolk – including two special schools, two secondary schools, one all-through school and 14 primary schools. Of these, one special school and four primaries converted to academy status, while the remaining 13 operate as sponsor-led academies. Four of our schools opened as new establishments, gradually increasing their pupil intake year by year.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, the Lowestoft area, and mid Cambridgeshire. This allows the Trust to apply so-called ‘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 Active Learning Trust teams and continues to develop further over time.

- The proportion of disadvantaged pupils in the Trust is above that found nationally.
- The proportion of pupils with an Education Health Care Plan is in line with national averages.
- The proportion of our pupils with Special Educational Needs and/or Disabilities and who speak English as an additional language are below national average.



Job Vacancy

Teaching Assistant

Nurture young minds and shape bright futures at Hillside Primary School.

Hillside Primary School is looking for a dedicated and enthusiastic Teaching Assistant to join our supportive and inclusive school community. This is a fantastic opportunity for someone who is passionate about making a real difference in the lives of young children.

Summary of Key Responsibilities

- Support the class teacher to prepare and maintain a safe and exciting learning environment.
- Photocopying, filing and preparing resources for lessons as directed by the class teacher.
- Ensure children are safeguarded by adhering to all policies and procedures

Our People-First Philosophy

At Active Learning Trust, Everyone is valued in their role, and we make sure that the right people have the right opportunities to find their purpose and progress within our Trust. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put our staff's growth and wellbeing at the heart of everything we do – so that they can focus on making a real difference in our schools and our communities.

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 pensions.

Contact

If you wish to discover more about this exciting opportunity, then please contact Lucy Wass, Headteacher at: l.wass@hillsideprimary.co.uk.



**Hillside
Primary
School**

Location

Ipswich, Suffolk

Contract

Fixed-term until
31/08/2026, 32.5 hours
per week, 38 weeks per
year

Salary

ALT Grade D point 8-11
£18,645.53 - £19,088.42

Job description

Teaching Assistant (Level2)

Salary: ALT Grade D

Academy Site: Hillside Primary School

Reporting to: Headteacher

Main purpose

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. To contribute to raising standards of achievement for all pupils.

Duties and responsibilities

Teaching and Learning

- To work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff
- To work with individual pupils with special educational needs and/or with pupils for whom English is not their first language, as required
- To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupil's responses as appropriate
- To participate in planning and evaluation of learning activities with the teacher
- To support independent learning and inclusion of all pupils
- To provide feedback to pupils in relation to attainment and progress under the direction of the teacher
- To assist with the development of individual development plans for pupils e.g. IEPs, as required

Resources

- To select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- To handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom, as required
- To arrange/provide resources for lessons/activities under the guidance of the teacher

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 supporting pupils emotional and social well-being, reporting any problems to the 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 demonstrate own duties to new or less experienced staff, as required
- To support the work of volunteers and other teaching assistants in the classroom, as required

Building Professional Relationships

- To share information about pupils with other staff, parents/carers, internal and external agencies as appropriate
- To exchange information with staff and parents/carers

Record Keeping and Information Management

- To provide feedback to the teacher on pupil progress and behaviour
- To support the teacher in monitoring, accessing and recording pupil progress, under the guidance of the teacher

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

Teaching Assistant (Level 2)

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	E	
Experience		
Previous experience of working as a teaching assistant – or in a similar role	E	

Skills and Knowledge		
Curriculum knowledge and experience to support and lead learning activities	E	
IT and keyboard skills	E	
Knowledge and compliance with policies and procedures relevant to health and safety and child protection	E	
Ability to interpret information or situations and to solve straight forward problems/make minor decisions	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.

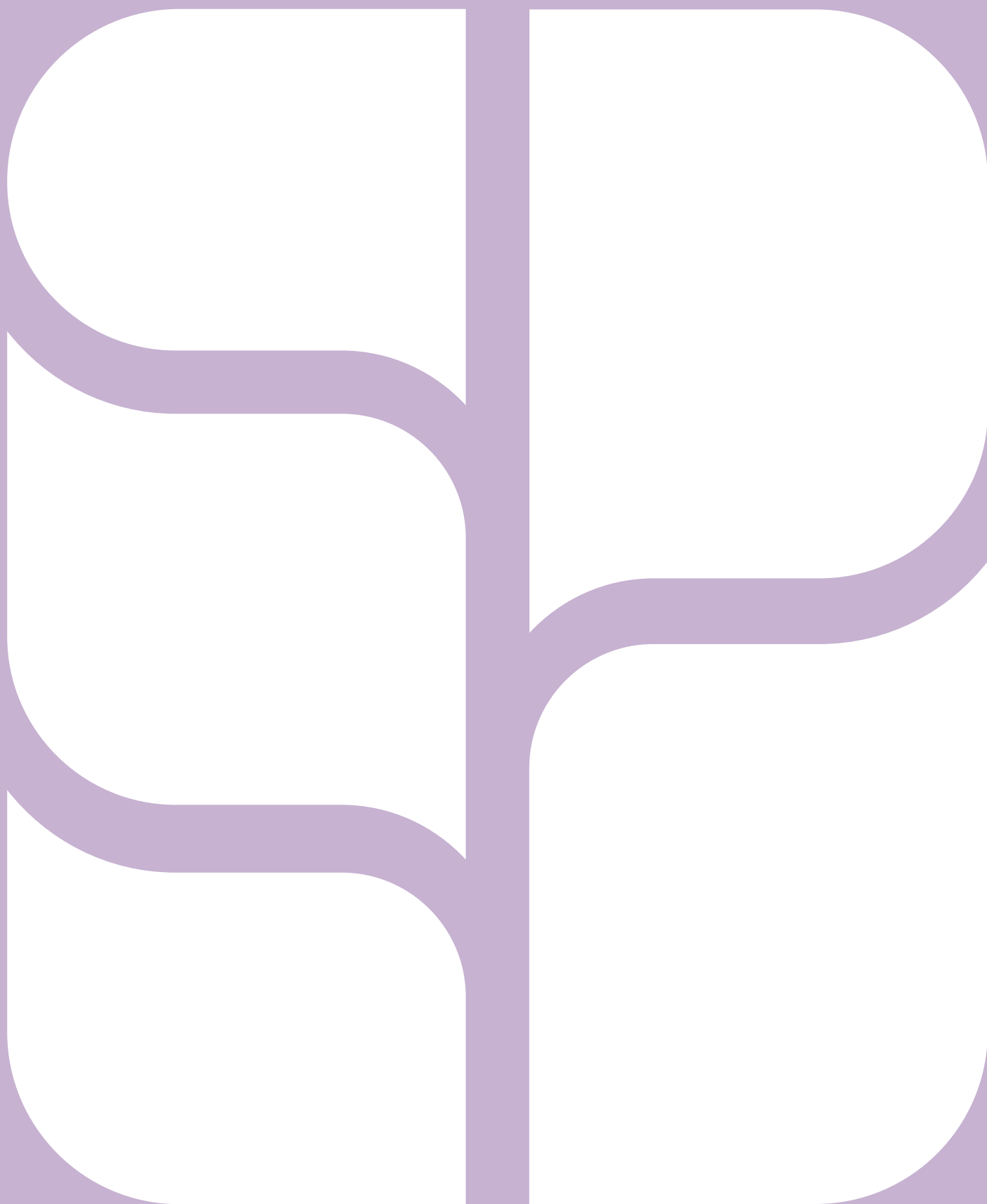
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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