



Active  
Learning  
Trust

## **Candidate Pack**

After School Wrap Around Care Assistant

July 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

## After School Wrap Around Care Assistant

### Helping children thrive beyond the classroom.

Make a meaningful difference in the moments that shape a child's day. Red Oak Primary School is seeking a warm, enthusiastic Wrap Around Care Assistant to help deliver a high-quality breakfast and after-school experience for our pupils. This is an opportunity to contribute to a school community that is passionate about giving children the very best start in life, supporting their wellbeing, independence and enjoyment through positive relationships and engaging activities. We are looking for someone who combines care, good judgement and a strong sense of responsibility, and who shares our belief that every interaction matters. Within the Active Learning Trust, you will be part of a collaborative team committed to helping children and colleagues grow and succeed together.

### Summary of Key Responsibilities

- Support the safe and effective day-to-day running of breakfast and after-school clubs.
- Supervise pupils, promote positive behaviour and build supportive relationships that encourage wellbeing and inclusion.
- Provide and oversee food provision, maintaining clean and organised dining areas.
- Prepare, manage and store club equipment and resources, supporting indoor and outdoor activities.

### 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 Tracy Ahern, Headteacher, at: [tahern@redoakprimary.org](mailto:tahern@redoakprimary.org)



**Red Oak  
Primary  
School**

### Location

Lowestoft, Suffolk

### Contract

Fixed-term, 10 hours per week, 38 weeks per year

### Salary

ALT Grade D Point 8-11  
£5,926.47 - £6,067.26

### Start Date

September 2026

### Interviews

To be confirmed

# Job description

## Wrap Around Care (Level 2)

**Salary:** ALT Grade D  
**Academy Site:** Red Oak Primary School  
**Reporting to:** Headteacher

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### 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

#### 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 supervise pupils during the club, to maintain order and prevent accidents

#### Pupil Behaviour and Welfare

- 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 report 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

- To manage resources and supplies needed for the designated club, such as first aid kits, cleaning materials, or equipment for outdoor activities.
- To set out, clear away and store club equipment and run activities in the playground area

### **Personal and Welfare Support**

- To assist pupils with dressing, hygiene and eating whilst encouraging independence, as required
- To support pupils' emotional and social well-being, reporting any problems to their teacher
- To provide first aid to learners, as required (and where appropriately trained) or contact appropriate personnel in case of injuries

### **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

### **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

### **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 people.

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 2)

E = Essential / D = Desirable

<b>Qualifications &amp; Training</b>		
Literacy and Numeracy – ability to follow written guidance and procedures	E	
NVQ level 3 in related area, or equivalent experience	E	
Able to undertake first aid training, if required	E	
First Aid training		D
Food Hygiene Certificate	E	
<b>Experience</b>		
Has worked in a school or similar setting		D
Experience of working with pupils including managing behaviour	E	
<b>Skills and Knowledge</b>		
Ability to identify and resolve straight forward problems e.g. a minor disagreement between pupils	E	
Ability to communicate appropriately with pupils according to their age and show tact and empathy when necessary	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	

<b>Personal Qualities</b>		
Embodies of the Active Learning 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>	E	
Commitment to uphold the seven principles of public life (the <a href="#">Nolan principles</a> ) at all times	E	
Commitment to maintaining confidentiality at all times	E	
May be required to stand for long periods and or work in awkward positions e.g. low chairs	E	
Some exposure to unpleasant conditions e.g. noise, outdoor working in all weathers	E	
<b>Equal Opportunities</b>		
Commitment to inclusion, equality and diversity	E	
<b>Safeguarding</b>		
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](http://www.activelearningtrust.org)