



Highfield
Littleport
Academy

Candidate Pack
Deputy Headteacher
SUMMER 2026

Contents

- Introduction
- Highfield Littleport Academy
- Active Learning Trust
- Job Vacancy
- Job Description
- Person Specification
- How to Apply

Dear applicant

“

Thank you for your interest in becoming a Deputy Headteacher with 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 we know that when they thrive, our pupils thrive too.

Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths and to take opportunities. As a Senior Leader, you will be expected to nurture the next generation of leaders, and to foster an environment where students and staff alike feel empowered, valued and inspired.

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. In turn, our trust delivers high quality 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

Highfield Littleport Academy

Highfield Littleport Academy is an area special school for pupils aged 2–19 who have an Education, Health and Care Plan (EHCP). We support pupils with a range of learning difficulties, meeting their communication, sensory, physical and medical needs alongside helping them fulfil their academic potential.

Every pupil who comes to Highfield Littleport is different, and we understand that their time with us needs to be tailored to them. We take time to understand each child's needs, interests, communication methods, their EHCP and their future aspirations. Pupils learn through following one of our four carefully planned curriculum pathways, with support shaped around what will help them make the best progress academically, socially, physically and emotionally.

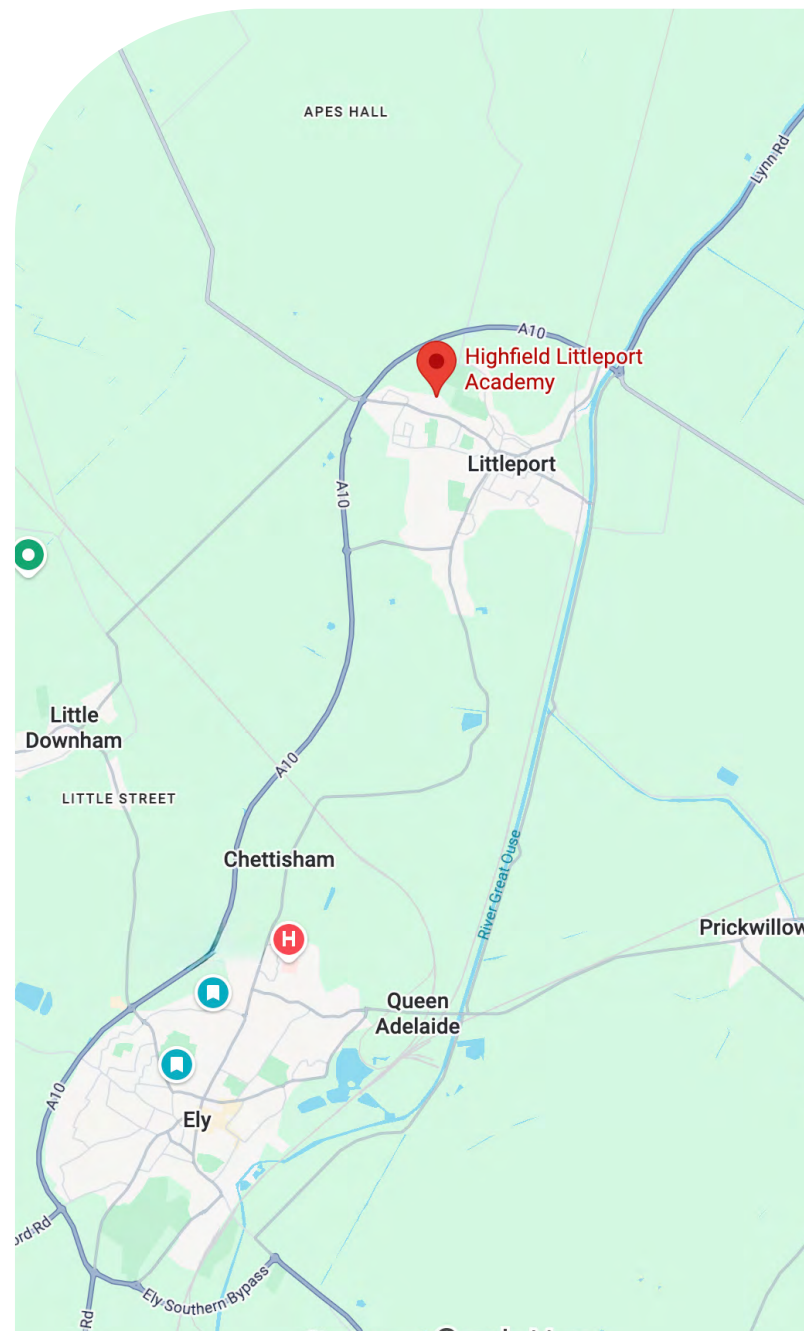
For some pupils, this progress might be seen in communication, confidence or independence. For others, it might be learning to manage a routine, take part in a new activity, develop mobility, build relationships or prepare for life beyond school. Progress looks different for every pupil, and we take the time to recognise each achievement and celebrate what it means for them.

A strong part of our work is helping pupils develop practical skills for life beyond the classroom. Across the school, pupils may use our life skills spaces, sensory garden and greenhouses, take part in cooking and horticulture, or access carefully planned community visits. Older pupils can help run our student café or spend time at a local care home, building confidence in real-life settings. This range of experiences allows each pupil to practice important skills in a way that feels meaningful and right for them.

We also work hard to ensure our school feels safe, familiar and approachable. Many pupils arrive with different experiences of education, and some need time to feel settled and understood. Staff work closely together so that every pupil is known as an individual and supported in a way that makes sense for them and their family.

That sense of care is reflected in the feedback we receive from parents and carers, who tell us they can see their children learning, feeling safe, included and cared for. They value the culture of acceptance and respect that pupils experience at school, and that's something we are immensely proud of.

We believe the level of safety, care and acceptance we offer at Highfield Littleport Academy is what helps pupils to enjoy school, communicate as confidently as possible, build independence and feel ready for their next step.



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

Job Vacancy

Deputy Headteacher - SEN School

A values-led leadership role with real impact for children with SEND

We are looking for an experienced and values-driven Deputy Headteacher to join Highfield Littleport Academy, a specialist school supporting pupils aged 2-19 with a wide range of learning difficulties and additional needs. Working closely with the Headteacher, this influential leadership role combines strategic thinking with day-to-day impact, helping to drive school improvement, develop outstanding practice and ensure every pupil receives the education, care and support they need to thrive. We are seeking a collaborative leader with a strong track record in SEND, high expectations for all learners, and the ability to inspire staff, build positive partnerships and contribute to a culture where children, families and colleagues are supported to achieve their very best.

Summary of Key Responsibilities

- Support the Headteacher in providing strategic leadership and driving the academy's improvement priorities.
- Lead and develop staff, promoting high standards, professional growth and effective performance.
- Monitor and improve the quality of teaching, learning, assessment and pupil outcomes across the academy.
- Help deliver an ambitious, inclusive curriculum that meets pupils' SEND and EHCP needs.
- Take responsibility for safeguarding leadership and deputise for the Headteacher when required.

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 Adam Daw, Headteacher (HLA), at: adam.daw@highfieldlittleport.org



Highfield
Littleport
Academy

Location

Littleport, Ely

Contract

Full time, Permanent

Salary

Leadership L16 - L20
£75,049 - £82,654

Interviews

To be confirmed

Start Date

January 2027

Job description

Deputy Headteacher (SEN School)

Salary: Leadership – Range L16 -L20

Academy Site: Highfield Littleport Academy

Reporting to: Headteacher

Main purpose

To support the Headteacher in providing strategic and operational leadership of the school, ensuring the highest standards of education, care and safeguarding for pupils with Special Educational Needs and Disabilities (SEND).

To assist the Headteacher in leading teaching, learning, curriculum development and staff performance, contributing to the strategic direction and continuous improvement of the school.

Duties and responsibilities

Leadership

- Support the headteacher in providing a clear direction for the development of the academy.
- Contribute to management decisions on all aspects of policy, development, and organisation by playing a significant role in the preparation, implementation and monitoring of the academy improvement plan.
- Assume responsibility for the management of the academy in the absence of the headteacher.
- Lead, support and motivate staff, encouraging good relationships and working practices.
- Develop effective positive relationships with governors, parents and the community and take a lead role in working with the Governing Body.
- To work closely with the Headteacher on the recruitment of high-quality employees.
- To line manage staff as appropriate within the academy structure.
- To provide mentoring as identified
- Support the implementation of the school's vision, values and strategic priorities, promoting an inclusive culture and high expectations for all pupils.
- Contribute to the monitoring and evaluation of the School Improvement Plan.
- Promote collaborative working with Trust colleagues and external professionals to improve outcomes for pupils with SEND.

Standards and Quality Assurance

- Support the aims and ethos of the academy and the Trust.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for children's moral, social and cultural development.
- Contribute to staff development and training needs and the provision of effective INSET.
- Promote and develop effective links with Trust personnel, neighbouring schools and outside agencies in order to provide high quality education to match the needs of all pupils.

Teaching and Learning

- Carry out teaching duties, if required, in accordance with the academy's schemes of work and National Curriculum.
- Monitor and evaluate pupil achievement and attainment throughout the academy.
- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Support subject leaders in the development and implementation of their subject.
- To act as subject leader as directed
- To monitor the quality of teaching and learning, in line with academy and Trust policies.
- To set appropriate expectations of staff and pupils in relation to standards of pupils' achievements and the quality of teaching, establishing clear targets for improvement.
- Supporting all staff to meet personal and professional targets and ensuring that the aims of the academy are promoted.
- Support the development and manage the implementation of an ambitious, personalised and inclusive curriculum which meets the diverse needs of pupils with SEND.
- Ensure that teaching strategies effectively meet pupils' individual Education, Health and Care Plan (EHCP) outcomes.
- Promote high expectations for pupils' academic achievement, communication, independence, wellbeing and preparation for adulthood.
- Support the development of effective adaptive teaching and specialist approaches appropriate to pupils' needs.
- Ensure assessment systems provide a holistic view of pupil progress across academic, social and personal development.

Recording and Assessment

- Update the headteacher, other senior leaders and the governing body on the effectiveness of provision for all pupils throughout the academy.
- Play a major part in the target-setting process for raising achievement.
- Mark and return work within the agreed time span, providing feedback and targets.
- Assist in monitoring progress and ensuring appropriate action plans are in place where issues are identified.
- Ensure planning is effectively carried out so that individual needs are being addressed.
- Ensure assessment information is used effectively to identify next steps and appropriate interventions for pupils with SEND.
- Monitor progress towards EHCP outcomes and wider developmental targets.

Other Areas of Responsibility

- To take the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, as required

- A teaching commitment, as required.

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

Deputy Headteacher

E = Essential / **D** = Desirable

Qualifications & Training		
Qualified Teacher Status (QTS)	E	
Evidence of sustained, continuous professional development, preferably in more than one school	E	
Successful completion of NPQSL or NPQML (or similar). An additional specialist qualification in SEND		D
Experience		
Successful proven experience of leadership as a Senior Leader/Assistant Headteacher/Deputy Headteacher within a SEND or specialist education setting	E	
Experience of leading and managing the creation and implementation of a strategic plan, identifying priorities and targets	E	
Experience of using school data to establish benchmarks, set targets and evaluate for improvement	E	
Experience of effectively managing staff performance and supporting professional development	E	
Experience of leading a significant number of whole school initiatives resulting in improved outcomes for all children	E	
Sustained successful experience of teaching across a range of age groups	E	
Experience of working effectively with stakeholders, families and multi-agency professionals	E	
Experience and ability as a mentor and coach of others		D
Experience in line management of staff		D
Experience with school financial management guidelines		D

Skills and Knowledge		
An exemplary role model with a proven track record of developing others	E	
Ability to build and lead an effective team and to hold people to account for their role within the team	E	
Ability to lead and manage change whilst sustaining the academy's good practice	E	
Ability to deploy resources effectively to achieve the priorities set out in the Academy Development Plan within budget	E	
Ability to investigate, resolve problems and make decisions	E	
Has an excellent understanding of assessment and tracking pupil progress	E	
A confident user of ICT with successful experience of using data and assessment to maximise outcomes	E	
Communicates effectively and listens to and responds to others	E	
Ability to promote inclusive practice and high expectations for all learners	E	

Personal Qualities		
Embodies of the Active Learning Trust's values: - 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	
Ability to inspire, lead and motivate staff and pupils	E	
Ability to deal with people and conflict sensitively and effectively	E	
Has an enthusiastic, inspirational approach that enables children to achieve well	E	
Willing to assume full responsibility for the school in the absence of the Headteacher	E	

Is enthusiastic, energetic and resilient	E	
Is approachable but able to set appropriate boundaries	E	
Has a positive outlook and the ability to manage stressful situations calmly and sensitively	E	
Demonstrates the confidence to act on their initiative	E	
Is innovative, flexible, creative and open to change and new ideas	E	
Demonstrates the ability to build, maintain and develop effective relationships with pupils, staff and governors	E	
Has a commitment to develop positive and reciprocal relationships with parents/carers so that they are partners in their child's learning	E	
Thinks creatively to anticipate and solve problems		D
Equal Opportunities		
Commitment to inclusion, equality and diversity	E	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people.	E	
An understanding of up-to-date safeguarding requirements including all aspects of safer recruitment	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.



<https://www.highfieldlittleport.org>