



Active
Learning
Trust

Candidate Pack
Deputy Headteacher (Inclusion)
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

Deputy Headteacher (Inclusion)

Strategic leadership for inclusion, belonging and high expectations.

We are looking for a Deputy Headteacher to lead inclusion at Hillside Primary School and Nursery in Ipswich, a diverse and welcoming primary community within Active Learning Trust. This is a senior leadership role with real influence, shaping SEND, safeguarding, pastoral provision and support for disadvantaged pupils while contributing to the strategic direction and day-to-day leadership of the school. Working alongside the Headteacher and a committed leadership team, this role is about building inclusive systems, developing staff and ensuring that every child is known, supported and challenged to succeed. It will suit an experienced, values-led leader who combines professional rigour with warmth, and who is motivated by improvement, collaboration and making a lasting difference for children and families. Recruitment and retention and relocation allowances may be available for an exceptional candidate.

Summary of Key Responsibilities

- Provide strategic leadership for inclusion across the school, including SEND, safeguarding, pastoral care and support for disadvantaged pupils.
- Work closely with the Headteacher to shape the school's vision, improvement priorities and day-to-day leadership, contributing fully as a senior leader.
- Lead, line manage and develop staff within inclusion, pastoral and safeguarding teams, building strong practice, accountability and professional confidence.

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 Rae Aldous, Director of Primary, on: 07909 546987



Location

Ipswich, Suffolk

Contract

Permanent, Full-Time

Salary

ALT Grade L11-L15
£66,368 - £73,105

Closing Date

Monday 11th May 2026

Interviews

Thursday 14th May 2026

Job description

Deputy Headteacher (Inclusion)

Salary: Leadership – Range L11-L15

Academy Site: Hillside Primary School

Reporting to: Headteacher

Main purpose

To assist the headteacher in making strategic evaluations of teaching, learning and personnel issues as a supportive and well-motivated team member.

The duties outlined in this job description are in addition to meeting the expectations of the teacher standards.

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.
- Work closely with the Headteacher on the recruitment of high quality employees.
- To line manage staff as appropriate within the academy structure.
- To provide strategic leadership of inclusion and pastoral provision across the academy, including SEND, disadvantaged pupils, safeguarding, and the internal high needs provision. This includes line management of the Assistant Headteacher(s), SENDCo, staff within the high needs provision, and pastoral and safeguarding teams, and driving the development of inclusive practice across the school. This role complements the Deputy Headteacher (Curriculum and Teaching) remit.
- To provide mentoring as identified.

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 pupil's 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.

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 agreed time span, providing feedback and targets.
- Assist in monitoring progress and ensuring appropriate actions plans are in place where issues are identified.
- Ensure planning is effectively carried out that individual needs are being addressed.

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 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 to 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 (Inclusion)

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)		D
Evidence of professional development related to SEND, safeguarding or inclusion		D
Experience		
Successful proven experience of leadership as a Senior Leader/Assistant Headteacher/Deputy Headteacher	E	
Experience of leading and managing a strategic plan	E	
Experience of using school data to set targets and evaluate improvement	E	
Experience of managing staff performance and supporting development	E	
Experience of leading whole school initiatives with impact	E	
Sustained successful teaching experience across primary age ranges	E	
Experience of working with governors		D
Experience as a mentor/coach		D
Experience of line management of staff		D

Experience of financial management		D
Outstanding teaching across KS1 and KS2 including EYFS		D
Experience of leading or contributing to inclusion, SEND, safeguarding or pastoral provision	E	
Experience of line managing SENDCo, pastoral or safeguarding staff		D
Experience of improving outcomes for disadvantaged or vulnerable pupils	E	
Experience of working with external agencies (e.g. SEND services, safeguarding partners)		D

Skills and Knowledge		
An exemplary role model with a proven track record of developing other	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 priorities within budget	E	
Ability to investigate, resolve problems and make decisions	E	
Excellent understanding of assessment and tracking pupil progress from EYFS to KS2	E	
Confident user of ICT with experience of using data to maximise outcomes	E	
Communicates effectively and listens and responds to others	E	
Strong understanding of SEND legislation, inclusion and best practice	E	
Secure knowledge of safeguarding systems, processes and statutory requirements	E	
Understanding of strategies to support disadvantaged and vulnerable pupils to achieve positive outcomes	E	
Knowledge of effective pastoral systems and approaches to behaviour and wellbeing	E	

Personal Qualities		
Embodies 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	E	
Ability to inspire, lead and motivate staff and pupils	E	
Ability to deal with conflict sensitively and effectively	E	
Enthusiastic and inspirational approach	E	
Willingness to assume responsibility in absence of Headteacher	E	
Resilient, energetic and adaptable	E	
Approachable with clear boundaries	E	
Positive outlook and ability to manage pressure	E	
Ability to use initiative and think creatively		D
Strong relationship-building skills with staff, pupils, governors and parents	E	

Strong commitment to inclusive education and ensuring equity for all pupils	E	
Values-driven leader with a passion for supporting vulnerable learners	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