

Active
Learning
Trust

Candidate Pack

Careers Lead

March 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

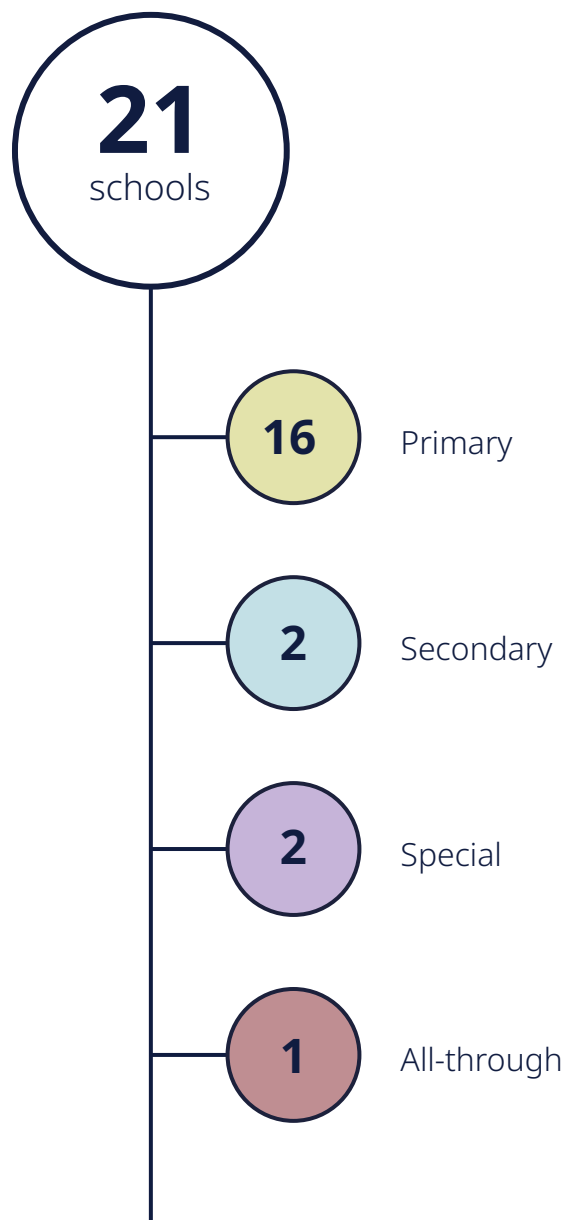
Our Schools

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

Careers Lead

Shaping futures through meaningful careers education.

At Cromwell Community College, we are looking for a Careers Lead who will champion a culture where every student can see a clear, ambitious pathway beyond school. This is an opportunity to shape and grow a careers programme that connects learning to the wider world, bringing employers, experiences and guidance together in a way that feels relevant and inspiring. Working closely with staff, families and external partners, the Careers Lead will combine strategic thinking with practical delivery, ensuring careers education is embedded across the school and truly makes a difference to students' confidence, choices and life chances.

Summary of Key Responsibilities

- Provide students (Years 7–13) with effective careers guidance, work experience opportunities, and insight into post-16 and post-18 pathways.
- Build and maintain partnerships with employers, training providers, higher education, and alumni to enhance careers opportunities.
- Plan, organise, and evaluate careers events, work experience programmes, and related activities, managing budgets and resources.
- Support staff and embed careers education across the curriculum, using data and feedback to continually improve provision.

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 Vicki Walpole, Human Resources and Recruitment Officer, at: vwalpole@cromwell.cambs.sch.uk



Location

Chatteris, Cambridgeshire

Contract

Full Time, Permanent
Term Time plus 3 days

Salary

ALT Grade F
(£28,142 - £30,024 FTE)

Closing Date

19 April 2026

Interviews

To be confirmed

Job description

Careers Lead

Salary: ALT Grade F

Academy Site: Cromwell Community College

Reporting to: Assistant Principal

Main purpose

To be the academy careers lead, taking responsibility for activities associated with the Careers Education Program (CEIAG) at the academy. To ensure that students receive effective careers education and guidance to help them plan and manage their current and future progression through education and beyond. To ensure compliance with DfE statutory requirements and CEC guidance associated with Gatsby Benchmarks through 'Careers guidance and access for education and training providers'.

Duties and responsibilities

Careers Leadership

- To plan, develop, organise and monitor a programme of careers education in school
- To contribute to the development of policies and practices in school to meet statutory guidance on Careers Education from Dept for Education with particular reference to the Gatsby Benchmarks
- To facilitate the provision of support, advice and guidance to students (Yrs 7-13) on career related issues using qualified Careers Guidance and Development Counsellors
- To promote opportunities for students to learn about the workplace and develop the skills that employer's value
- To lead the Year 10 Work Experience Programme utilising support staff and pastoral teams as needed
- To develop opportunities for meaningful workplace experience for sixth form students
- To promote all options beyond school for post-16 and post-18 including apprenticeships and higher education
- To plan, organise, host and evaluate careers events in school and out of school including budget control
- To work alongside the pastoral teams and personal development lead to plan the delivery of career education through the PD programme and Pastoral schedule as appropriate
- To provide support as required for the Pastoral Team on matters related to careers
- To liaise directly with staff, students, parents and carers, governors and external contacts
- To work with Faculty Heads, SENDco and support staff to embed careers education in the school curriculum
- To promote cross-curricular learning, eg opportunities for student leadership and student projects in STEM and enterprise

- To attend parents' evenings and year group information evenings in a career's capacity
- To represent the school at external events

Resources

- To manage the authorised budget for this role. Authorise payment of invoices to defined limits.
- To manage accounts with suppliers and subscriptions such as CDI and UNIFROG

Systems, Policies and Procedures

- To lead the planning and development of administrative procedures and systems relating to careers and work experience
- To have knowledge of, and adhere to, academy and Trust administrative systems, policies and procedures, to ensure compliance

Team Involvement

- To provide advice and guidance in relation to careers to other academy staff
- To demonstrate tasks to colleagues, if required

Building Professional Relationships

- To maintain employer engagement and networking with professional contacts to support careers education for students
- Communicates with other staff as well as pupils, parents/carers, employers and other external agencies
- To be the first point of contact for queries relating to careers
- To liaise with careers leaders in other schools to share best practice
- To maintain contact with Alumni whenever possible

Record Keeping and Information Management

- To manage content for careers pages on school website, promote careers achievements in local press and social media
- To use social media to promote careers education and opportunities
- To undertake analysis and interpretation of data and produce reports as required
- To use data and feedback from staff, parents, students and employers to evaluate and improve the careers provision

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

Careers Lead

E = Essential / **D** = Desirable

Qualifications & Training		
GCSE English and Maths at grade C/4 or above (or equivalent)	E	
A recognised Career Leadership qualification (e.g. Level 6 Careers Leader) or relevant experience delivering careers education in a secondary school or similar setting and a willingness to work towards this qualification	E	
Experience		
Experience in an administrative role	E	
Experience with arranging events		D
Experience with the careers education program (CEIAG)		D
Experience coordinating careers fairs, employer talks or work experience programmes		

Skills and Knowledge		
Knowledge of the careers education program (CEIAG)	E	
Secure understanding of the Gatsby Benchmarks and statutory careers guidance requirements	E	
Knowledge of post-16 and post-18 pathways, including academic, vocational, technical and apprenticeship routes	E	
Awareness of barriers faced by vulnerable learners and how careers education can address them	E	
Ability to interpret information and situations and solve varied problems	E	
Ability to refer to manager for difficult/unusual problems	E	
IT and keyboard skills – able to work with precision and speed	E	
Able to communicate appropriately with a range of stakeholders, including other school staff and teachers, senior leadership team, pupils, parents / carers, employers, visitors.	E	
Excellent organisational skills	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	
Confidence liaising with employers, training providers, colleges and universities	E	
Ability to use normal physical effort with a mixture of sitting, walking and carrying minor loads	E	
Able to work in an office environment	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.

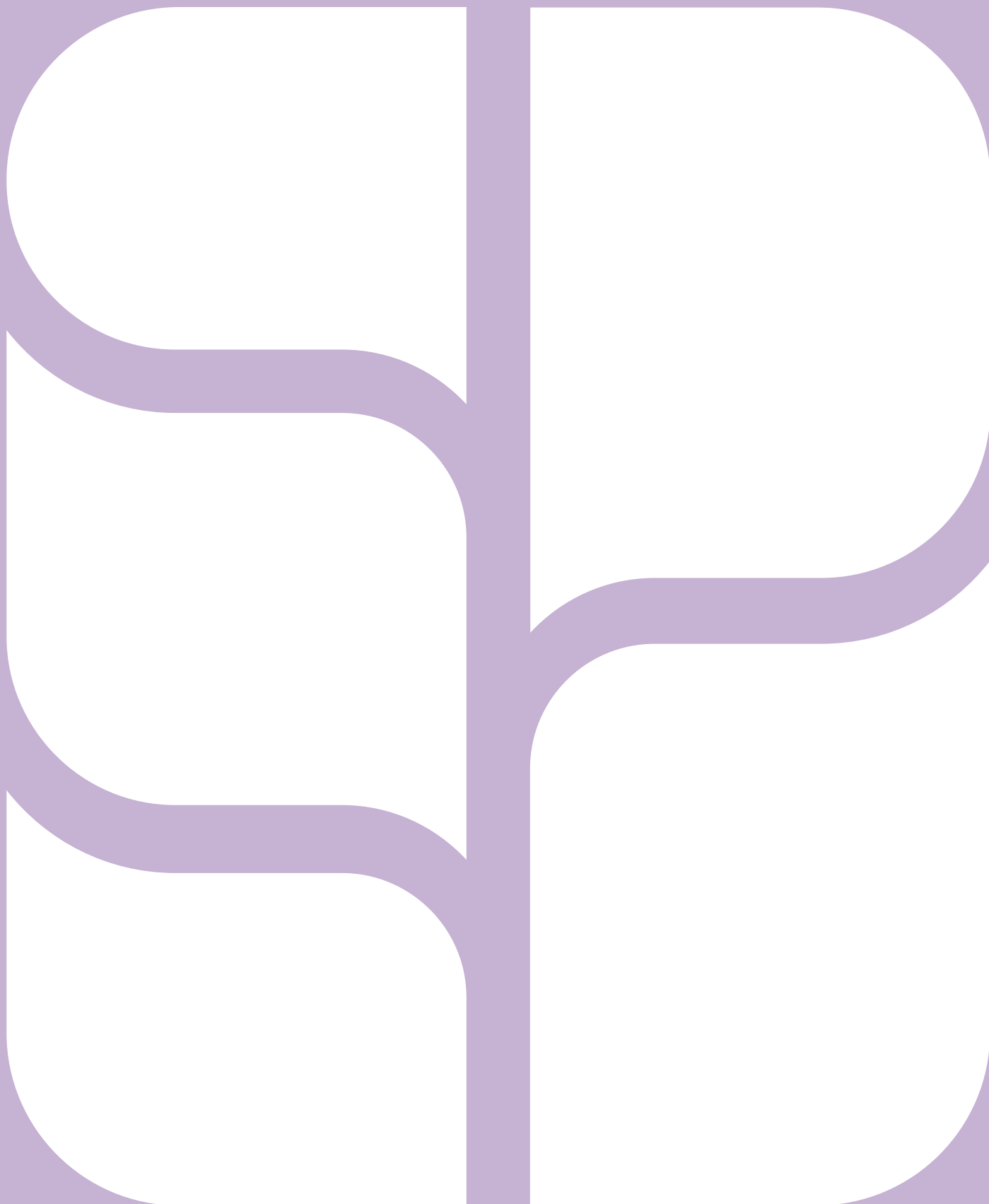
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

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