



Active  
Learning  
Trust

# Candidate Pack

Class Teacher

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

## Class Teacher

### Teaching that truly changes lives starts here

We are looking for a dedicated Class Teacher to join Highfield Littleport Academy, a special school in Littleport supporting children and young people aged 2 to 19 with a wide range of additional needs. This role sits at the heart of our work: creating engaging, well-planned learning that meets pupils where they are and helps them grow in confidence, independence and achievement. Working as part of a close-knit, professional team, the Class Teacher plays a key role in shaping a safe, purposeful classroom culture, building strong relationships with families and colleagues, and contributing to continual improvement across the school. Highfield Littleport Academy is a Good school with a strong commitment to inclusion, care and high expectations, backed by the wider support and collaboration of Active Learning Trust.

### Summary of Key Responsibilities

- Plan and deliver high-quality, inclusive teaching that meets the individual needs of pupils with EHCPs.
- Assess, record and report on pupils' progress, contributing to reviews, reports and Individual Education Plans.
- Create a safe, well-managed learning environment that promotes positive behaviour and wellbeing.
- Work collaboratively with support staff, colleagues, parents and external professionals.
- Contribute to curriculum development, professional learning and the wider life of the school.

### 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 Emma Brooke, School Business Manager, at: [emma.brooke@highfieldlittleport.org](mailto:emma.brooke@highfieldlittleport.org)



### Location

Littleport, Cambridgeshire

### Contract

Full Time, Permanent

### Salary

MPS - UPS  
£32,916 - £51,048  
(Plus SEN allowance)

### Closing Date

30 April 2026

### Start Date

September 2026

# Job description

## Class Teacher

**Salary:** MPS - UPS  
**Academy Site:** Highfield Littleport Academy  
**Reporting to:** Headteacher

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### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities

#### Teaching

- To plan and prepare schemes of work and complete planning documentation.
- To teach, according to their educational needs, the pupils in your class/es, including setting and marking of work to be carried out by the pupil in school and elsewhere.
- To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.
- To make records and report on the personal and social needs of pupils.

#### Assessment, Recording and Reporting

- To assess, record and report on the development, progress and attainment of the pupils in your class.
- To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils;

#### Performance Management:

- To participate in arrangements for the performance management of you own role and that of other teachers and teaching assistants.

#### Further Training and Professional Development

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

## **Curriculum Development**

- To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

## **Discipline, Health and Safety:**

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on school premises and when they are engage in authorised activities elsewhere.

## **Staff Meetings**

- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **Communication**

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.
- To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above.

## **Management and Administration**

- To co-ordinate or manage the work of other staff;
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction and supervision of persons providing support for the teachers in school; and
- To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Attending Annual Review meetings for the children in your class, and CIN meetings, or providing a written report where attendance is not possible.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

## **Administration**

- To participate in administrative and organisational tasks related to the duties described, including registering the attendance of pupils in accordance with the workforce reforms
- Writing Individual Education Plans (IEP's) for each pupil, taking into account their needs, reviewing and up-dating them termly.
- Preparing reports for Annual Reviews and at any other time when requested.
- To prepare information for parents and agencies as needed for pupils in the class.
- To manage or supervise anyone providing support in your class.
- To order and monitor use of resources within your subject area and classroom.

## **General Professional Duties**

To carry out particular duties as may reasonably be assigned to you by the head teacher.

To contribute to the overall life and work of the school as directed by the Senior Management team in accordance with STPC document.

## **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

## Class Teacher

**E** = Essential / **D** = Desirable

Qualifications & Training		
Qualified teacher status	E	
Degree	E	

Skills and Knowledge		
Knowledge of the National Curriculum	E	
Knowledge of effective teaching and learning strategies	E	
A good understanding of how children learn	E	
Ability to adapt teaching to meet pupils' needs	E	
Ability to build effective working relationships with pupils	E	
Knowledge of guidance and requirements around safeguarding children	E	
Knowledge of effective behaviour management strategies	E	
Good ICT skills, particularly using ICT to support learning	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	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy and Trust	E	
High expectations for children's attainment and progress	E	
Ability to work under pressure and prioritise effectively	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)