

Active
Learning
Trust

Candidate Pack
Class Teacher
February 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 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 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 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 has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.

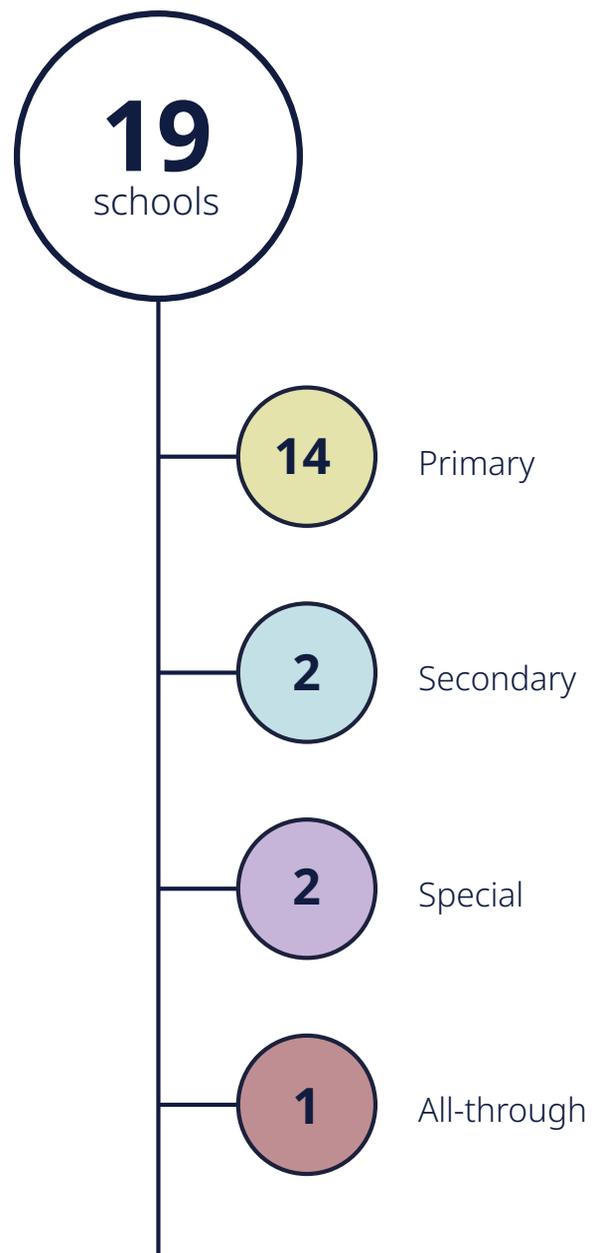
Lisa Corby
Academy Improvement Lead

Our Schools

Active Learning Trust encompasses 19 schools – eight in Cambridgeshire and 11 in Suffolk – including two special schools, two secondary schools, one all-through school and 14 primary schools. Of these, one special school and four primaries converted to academy status, while the remaining 13 operate as sponsor-led academies. Four of our schools opened as new establishments, gradually increasing their pupil intake year by year.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, the Lowestoft area, and mid Cambridgeshire. This allows the Trust to apply so-called ‘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 Active Learning Trust teams and continues to develop further over time.

- The proportion of disadvantaged pupils in the Trust is above that found nationally.
- The proportion of pupils with an Education Health Care Plan is in line with national averages.
- The proportion of our pupils with Special Educational Needs and/or Disabilities and who speak English as an additional language are below national average.



Job Vacancy

Class Teacher

Join our team and help make a positive impact on the lives of our students!

We are a thriving community special school in Cambridgeshire, dedicated to providing a supportive and enriching environment for children aged 2 to 19. Highfield Littleport Academy offers unique learning experiences for students with significant and complex needs, including physical, sensory, communication, and medical support requirements.

Summary of Key Responsibilities

- 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.

Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists who 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 that you can focus on making a real difference in our schools and beyond.

Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and Teacher pensions.

Contact

If you wish to discover more about this exciting opportunity, then please contact Emma Brooke - emma.brooke@highfieldlittleport.org or call 01353 223301



**Highfield
Littleport
Academy**

Location

Littleport, Cambridgeshire

Contract

Full-time, Permanent

Salary

£32,916 - £51,048, plus
SEN allowance £2787 per
annum

Job description

Class Teacher

Salary: MPS - UPS

Academy Site: Highfield Littleport Academy

Reporting to: Headteacher

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	

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	
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	
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.

