



Active
Learning
Trust

Candidate Pack
Assistant Headteacher (Inclusion)
June 2026



Contents

- Hello from our CEO
- About Active Learning Trust
- Our Schools
- Job Vacancy
- Job Description
- Person Specification
- How to Apply

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

Assistant Headteacher (Inclusion)

A key leadership role shaping inclusive practice and high-quality education

We are looking for an Assistant Headteacher to play a central part in driving school improvement at Loddon Primary Federation, working alongside the Headteacher and senior leaders to secure the very best outcomes for every pupil. This role brings a strong focus on inclusion, leading a culture where all children, particularly those with additional needs or vulnerabilities, can thrive through high-quality teaching, a well-designed curriculum and strong pastoral support. With responsibility for a phase and a core subject area, the successful candidate will combine strategic thinking with day-to-day leadership, building staff expertise, strengthening partnerships with families and ensuring high expectations are consistently realised across the school.

Summary of Key Responsibilities

- Lead whole-school inclusion, ensuring high-quality provision and improved outcomes for pupils with additional needs and vulnerable groups
- Provide strategic leadership for a key phase and curriculum area, securing high standards of teaching, learning and achievement
- Work closely with the Headteacher and senior leaders to identify priorities, implement school improvement plans and evaluate impact
- Develop staff through coaching, CPD and performance management, building strong teaching practice across the school
- Strengthen partnerships with families, external agencies and the wider community to support pupil wellbeing, engagement and success

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 Sara El Oakley, Headteacher, at: seloakley@lpfed.org



Loddon
Primary
Federation

Location

Loddon, Norfolk

Contract

Permanent, Full Time

Salary

Leadership L3 - L7
£54,394 - £60,145

Start Date

September / November
2026 / January 2027

Interview Date

W/C 29 June 2026

Job description

Assistant Headteacher

Salary: Leadership Range L3 – L7
Academy site: Loddon Primary Federation
Reporting to: Headteacher

Main purpose

To support the Headteacher in identifying the key priorities for school improvement, furthering the aims and objectives of the school through effective management and leadership of the academic life of the school and the oversight of curriculum, teaching and learning and pastoral care.

To be accountable and responsible for a phase(s) (EYFS/KS1/LKS2/UKS2) of the school as well as a National Curriculum subject area which may be a core subject.

To have accountability and responsibility, in close consultation with the Headteacher and wider Senior Leadership Team, for the highest standards of learning throughout the school, and having an active role in the development of the school.

Duties and responsibilities

Responsibility for Inclusion

- Lead a whole-school inclusive ethos, ensuring high-quality provision for all pupils, particularly those with additional needs and vulnerabilities
- Oversee the strategic development and implementation of inclusive practices that promote equity, access, and achievement for all learners
- Work closely with the SENDCo, pastoral team, and class teachers to coordinate provision and remove barriers to learning
- Monitor the progress and attainment of key groups (e.g. disadvantaged pupils, EAL learners, pupils with additional needs) and drive improvement strategies
- Support staff through coaching, CPD, and modelling best practice to ensure adaptive teaching meets diverse pupil needs
- Lead on inclusion-related policies, ensuring compliance with statutory guidance and best practice
- Strengthen partnerships with parents, carers, and external agencies to support pupil wellbeing, engagement, and achievement
- Promote positive behaviour, attendance, and wellbeing systems that support an inclusive and nurturing school environment

- Contribute to safeguarding culture, ensuring vulnerable pupils are identified early and supported effectively
- Use data and evidence-informed approaches to evaluate the impact of inclusion strategies and inform school improvement planning

Core Purpose and Accountability

- To play a major role under the direction of the Headteacher, as part of the Leadership Team in identifying the key priorities for improvement, formulating and implementing strategic actions plans, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- In partnership with the Headteacher provide professional leadership and management of Teaching and Learning, Curriculum Design and Cultural Ethos of the Phase assigned to and other agreed areas
- To provide professional leadership and management of School Development plan priorities as agreed and delegated by the Headteacher
- Undertake the professional duties of Assistant Head reasonably delegated to you by the Headteacher
- To ensure that the School/Trust acts in accordance with Data Protection Requirements within the remit of the school
- To develop and sustain strong links with parents and the wider community, in order to sustain their involvement in the successful provision of education at the school

Teaching

- To carry out the duties of a class teacher in line with the Teacher Standards 2012. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers
- To facilitate and encourage learning which enables pupils to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children
- Alongside all staff of the school, to uphold the school's aims and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values
- Alongside all staff at the school, to be pro-actively involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school. The post-holder will be expected to lead areas/projects involving team working as directed by the Headteacher
- To play a lead role in the School Self Evaluation process as agreed or delegated by the Headteacher
- To undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review
- To act as coach/mentor/trainer for staff below Leadership team level in their personal development and in the cascade of good practice within and across the school
- To take a proactive and constructive part in delegated Trust-wide partnerships, project, meetings or other activities at senior leadership level

Performance Management

- To undertake annual appraisal of identified staff or groups of employees

- To proactively identify and pursue your own leadership and management development opportunities (to be agreed and arranged with the Headteacher who will give support throughout)

Key Areas

Qualities and knowledge

Support the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrating the vision and values of the school in everyday work and practice
- Motivating and working with others to create a shared culture and positive climate
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community
- Leading by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around them

Pupils and Staff

Support the Headteacher to:

- Raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes in delegated areas of responsibility
- Design and implement a curriculum which is coherently planned and sequenced for all learners
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Hold staff to account for their professional conduct and practice

Systems and process

Support the Headteacher to:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

Uphold processes for managing the performance of staff, addressing any under-performance, supporting staff to improve and valuing excellent practice

The self-improving school system

Support the Headteacher to:

- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Have a key responsibility in shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education

Specific Duties for Assistant Headteacher

- To provide professional leadership and management of a phase(s) (EYFS/KS1/LKS2/UKS2) of the school, a National Curriculum subject domain and a key area of school development plan, as determined on an annual needs basis, with the Headteacher
- To lead on the day to day management of the cultural ethos including pupil behaviour across the school
- To provide professional leadership and management of delegated areas of the school's curriculum
- To take an active role in the schools' leadership team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children
- To teach a class as determined by the schools needs under the instruction of the Headteacher
- To ensure that work with families has a strong focus within and across the school and to enable safe and planned access to learning within the community throughout the age range
- To coordinate daily cover across the school, working with the office team, teachers, Headteacher
- To work with the Headteacher in drawing up long term CPD plans linked to individual staff and whole school priorities, dealing with the day to day management linked to this
- To line management employees as per the structure of the school

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

Assistant Headteacher

E = Essential / **D** = Desirable

Qualifications & Training		
Degree	E	
Qualified Teacher Status (QTS)	E	
Relevant National Professional Qualification (NPQ)		D
Experience		
At least 2 years of senior leadership experience	E	
Teaching across the age range of primary	E	

Managing curriculum development	E	
Leading and line-managing employees successfully	E	
Evidence of leading CPD to a range of stakeholders		D
Participation in external reviews by Ofsted and the LA		D
Management of ECTs and their development		D
At least 2 years of senior leadership experience	E	

Skills and Knowledge		
Show evidence of vision, initiative and leadership in managing change to enhance and raise standards	E	
Dealing and communicating effectively with parents	E	
Strong communication skills	E	
Be able to effectively manage children's behaviour	E	
Demonstrate a detailed knowledge of effective teaching	E	
Understand how an effective curriculum is constructed	E	
Demonstrate a detailed knowledge of behaviour and attendance strategies	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	
Demonstrate initiative and self-motivation	E	
Ability to manage change sensitively	E	
This role requires a strong commitment to, and demonstrable expertise in, leading teaching and learning as a core aspect of Assistant Headship.	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