



LEARNING TOGETHER  
CORNWALL EDUCATION LEARNING TRUST

# JOB APPLICATION PACK

Primary Transition Specialist  
Teacher

COLLABORATE  
EMPOWER  
LEAD  
TRANSFORM  
*#WeAreCELT*



# Welcome from our Trust Lead

CELT academies have a shared belief that through learning together, we can ensure that every child achieves more.

There is no limit to what every child can achieve, and every child deserves the chance to fulfil their potential. We are committed to ensuring that each child, in each of our academies, in each of the communities we serve is healthy, safe, engaged, supported, and challenged.

## **Our approach is simple.**

Pupil learning is at the centre of everything we do, and we are focused above all on making teaching in our academies as good as it can be.

## **How do we do this?**

The key word in our mission statement is “together”. Our approach is less about hierarchy and more about partnership: we support our family of academies, building on collective strengths, resources and the very best innovative practice so that, together, we achieve rapid educational transformation.

We want to wake children up to the creativity that’s inside them; creating a thirst for knowledge and learning.

It has long been recognised that there is a pressing need to change educational paradigms. The world is changing. With the advance of the digital age, cultures are crossing over, boundaries are blurring, and ideas are interconnecting more than ever before.

As CELT Trust Lead, I am committed to working with colleagues across our trust to create a vision, a strategic direction and a pedagogical model for education in the 21st century which will enable every child in our family of academies to flourish – regardless of their background or starting point.

*Lisa Mannall*



Lisa Mannall  
TRUST LEAD



Clare Ridehalgh  
DEPUTY TRUST LEAD



Rich Baker  
DEPUTY TRUST LEAD - SCHOOL  
IMPROVEMENT







## Welcome from our Chair of Trustees



**Geoff Brown**  
CHAIR OF TRUSTEES

It has been my great privilege to lead CELT since its inception and work with a dedicated team of trustees and highly professional staff to ensure that every child can reach their full potential. During the evolution of CELT it has been extremely rewarding to hear, time and again, from our schools that they value and greatly appreciate the wrap around support that the CELT family offers. In so doing, we can use our most effective staff to enhance education in all our schools and also build a strong and confident team.

The priority for everyone is to deliver the very best education for every child in our care in a safe and welcoming environment. Parents play a key role in our schools, and we are keen to build positive relationships with the local community.

*Geoff Brown*

### **Our Members and Trustees**

Our Members and Trustees act collectively to govern our trust and take strategic decisions. They understand the communities we serve and they are committed to 'giving something back'; to having a measurable impact on education and positively influencing the lives of children and young people in Cornwall.



PLT



**April 2011**  
Penrice  
Academy



**February 2015**  
St Mewan,  
Mevagissey,  
& Carclaze CP  
Schools



**September 2015**  
Fowey Primary  
School &  
Lostwithiel  
Primary School



**June 2016**  
Mount Charles  
School



**September 2019**  
Poltair School

NET



**February 2012**  
NT  
NJA



**November 2017**  
Brannel School

## Our Vision and Values

### Vision

Learning together to help every child achieve more

### Values

**Collaboration** moves beyond the power of one to the power of team.

**Empowerment** is about sharing information, rewards, and power so that everyone can take initiative and make decisions to solve problems and improve performance.

**Leadership** is about vision, having a clear idea of where we need to go, how to get there and what success looks like.

**Transformation** is about embracing creative disruption in order to deliver a vision for change that takes us to a new level of effectiveness.

"We want our leaders, teachers, and staff to feel good about who they work for and why they are here. It is about having a shared purpose. It is about asking the question, "Why do we get up every morning and come to work?" and having everyone feel connected to the answer."



# Our Journey



**September 2019**  
Poltair School



**November 2019**  
NET Joined



**September 2020**  
Pondhu Primary  
School



**September 2021**  
First free school  
opens: Newquay  
Primary  
Academy



**May 2023**  
Port Isaac CP  
School



**June 2023**  
Bodmin College



**September 2023**  
CELT HUB

“ We don’t just talk about our values, we lead by example and create a culture where every team member is inspired to live those values day-to-day.”

Clare Ridehalgh - Deputy Trust Lead





# CELT in Numbers



HE establishment



Sixth forms



Secondary schools



Primary schools



Junior school



CELT HUB



Total number of students



Total number of employees

**7%** KS2 pupils across the Trust achieved **7% above the national average** in their reading, writing and maths SATS.

## CELT has an overall P8 score of 0.26

Penrice Academy is the **top performing** secondary school in Cornwall, for the second year running with the **highest Progress 8 Score in Cornwall (+0.55)**

**Poltair School has the 5th highest results in Cornwall**

CELT has **3 of the top 8** secondary schools in Cornwall

Science results at Penrice Academy put them in the **top 6%** of the country

**10%**  
Newquay Tretherras is in the top 10% of schools nationally for progress made in Key Stage 5

# Three – Year Strategic Plan

Cornwall Education Learning Trust has experienced significant growth since its creation in 2019. It is now time to set out what the near-future of CELT looks like; our aims for students and staff, and our place in the communities that support us.

## Key Priorities

01

The health of the organisation – as an educational charity, CELT has an obligation to be a high performing organisation that delivers its core objective to the best possible standard. CELT will continue to focus on the academic achievements of all pupils, irrespective of their starting points. While all students will progress at a different pace and to a different level, our focus will remain on supporting every student to achieve their full potential across all subjects.

02

Advance education for public benefit as a core charitable objective – to make sure that students are leaving education with the skills that will set them up for success, address employer demands and ensure they understand the valuable roles they can play within society. Safeguarding every adult and child remains CELT's highest priority.

03

The health of the communities that CELT serves – due to the challenges facing public services in many communities, CELT recognises the role it must play in adding capacity and resource. This involves working in partnership with organisations and companies to share and enhance the promotion of social mobility and use the curriculum and partnerships to enhance local economic opportunities and improve social conditions in a sustainable way.

04

The effectiveness of governance – and being compliant, robust and transparent. CELT is recognised as a reliable and trustworthy educational charity, working with key stakeholders within the Trust to ensure that we deliver the very best teaching and learning, support, and resource for all those within our school communities.

05

Being a good employer of people – providing quality CPD for all and dynamic Talent Management within the Trust. CELT enables everyone to achieve and sustain excellence in all areas of organisational activity. Celt is an exciting place to work, with a positive reputation, resulting in successful recruitment and retention for all posts where everyone understands and values their role.

# Job Description

## Core Purpose

- To support the transition of students from Primary to Secondary school by utilising teaching strategies from a Primary background.
- To teach students across a range of subject areas to support an effective transition to secondary school, forming positive relationships with students.
- To implement and deliver an appropriately broad, balanced, personalised and differentiated curriculum for students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for academic and personal development.
- To monitor and assess the progress of students as a teacher.
- To support the overall development of students as a Form Tutor.

## Main Duties and Responsibilities

### Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- Plan work in accordance with department schemes of learning.
- Ensure all lessons are stimulating and accessible to all our students.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- To ensure that numeracy and other cross-curricular requirements are reflected in the learning experience of students.
- Take account of students' prior level of attainment and use them to set targets for future improvements.
- To mark, grade and give written, verbal and diagnostic feedback as required.
- Adopt most appropriate teaching strategies to meet student learning needs.
- Set work for students absent from school for long-term health or disciplinary reasons.
- Maintain good discipline by adherence to the advice given to staff in the induction handbook, curriculum team handbook and elsewhere.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code and assertive discipline policies.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
- Work in collaboration with Teaching Assistants attached to any teaching group.
- To provide and/or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To carry out assessment of students as required by examination bodies, departmental and school procedures.
- Provide a stimulating environment by taking responsibility for the assigned teaching space and all equipment



### **Communication**

- To ensure effective communication as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

### **Pastoral**

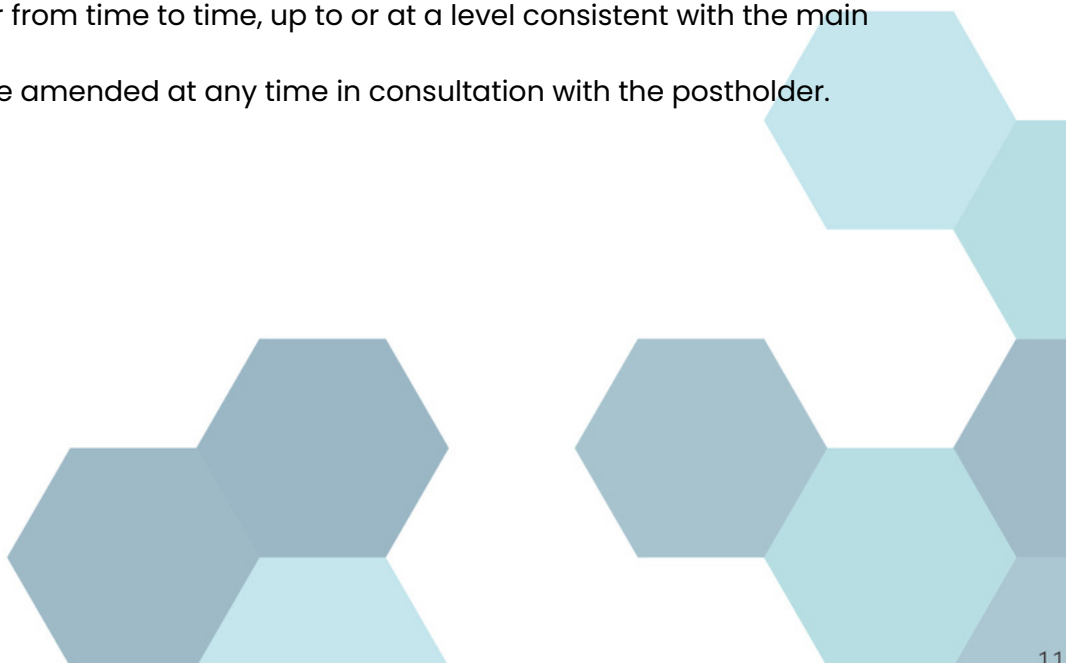
- To monitor and support the overall progress and development of students within the subject area.
- To help monitor students' attendance together with the students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to the morals and ethics according to the school policy.
- To assist in the implementation of the Behaviour Management System within the programme/subject area so that effective learning can take place.

### **General Responsibilities applicable to all staff**

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all students.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### **Note**

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.



# Person specification

Selection Criteria	Essential	Desirable	How Assessed
Education & Training	Degree in relevant subject Qualified Teacher Status	Masters degree in relevant subject	Application Form / Interview
Experience	Experience of Primary School Teaching at Key Stage 2  Experience teaching a range of subjects	Experience of teaching at Key Stage 3  Experience of classroom curriculum materials which you have developed	Application Form / Interview
Specialist Knowledge & Skills	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equality and inclusion  Excellent knowledge of strategies to support and develop students' reading, and an understanding of national and examination curricular requirements  Excellent working knowledge of ICT and how it can be used to track and analyse attainment  High level of oral and written communication skills	Knowledge of current education and professional developments and an understanding of their application in a whole school context	Application Form / Interview



Selection Criteria	Essential	Desirable	How Assessed
Personal Qualities	<p>To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues</p> <p>Demonstrates a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning</p> <p>A commitment to pastoral tutoring and sensitivity to students' needs</p> <p>A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example</p> <p>A commitment to facilitate extracurricular provision</p>		Application Form / Interview
Values Related Qualities	<p><b>Collaborate</b> – ability to work effectively as a team</p> <p><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</p> <p><b>Leadership</b> – To lead by example and achieve shared goals</p> <p><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</p>		Application Form / Interview



# People Strategy

A Trust's success ultimately relies on its people and so by developing a people-centred strategic approach, Cornwall Education Learning Trust is setting out clear expectations for the current and future workforce. This collaborative and values-based approach has ignited a progressive and engaging culture within the Trust, something that staff highlighted as the most positive aspect of being part of CELT in a recent wellbeing survey. We understand the importance of everyone feeling valued and where everyone feels they can make a real difference.



**Leanne Randall**  
People Services Lead



**Hayley Bissenden, ECT Lead**

"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and students thrive."

**Hayley Bissenden**  
ECT Lead



**Heidi Hill, Exams Officer**

Whilst working at Bodmin College I completed a Level 3 Diploma in Business and Administration. I am now the Academic Exams Officer with responsibility for the school census and timetabling. Bodmin College is a fantastic school, and I've felt supported to progress both personally and professionally.



**Rebecca Blizzard, Assistant Headteacher**

From gaining valuable leadership experience as Head of Science, I felt ready to become Assistant Headteacher this year. Through my involvement in SW100 I've met some fantastic leaders and I'm excited to see the impact of this work across CELT.





## Working at CELT



**Callum Patmore, Maths ECT**

I decided that I wanted to become a Maths Teacher when I was 14 years old. I was a student within a CELT academy and two teachers in particular really inspired me to want to make a difference. Through working as a Teaching Assistant I was able to gain useful classroom experience and am really pleased to have secured a Maths position in a CELT secondary school. It's a huge privilege to be able to help students become more confident in Maths. CELT's ECT programme is incredibly supportive and I really appreciate the collaborative community I'm now part of.



**Claire White, Head of School**

I feel humbled and privileged to have been part of SW100's Cohort 2, which gave me the opportunity to spend a year working with like-minded school leaders from across the South West. We visited some incredible schools and learnt from inspirational educators in the UK and the USA. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. SW100 has reinforced my belief that teaching truly is the best job in the world.



**Andy Gasiorowski, IT Manager**

I joined Brannel School in 2011 as an apprentice in the Network Support Team where I gained valuable experience in all aspects of IT support. After completing my apprenticeship, I progressed to become Technician and Helpdesk Manager at Newquay Tretherras. I now manage the Information Services Team at Poltair School and help to support the next generation of apprentices. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.





## Supporting Our Staff

As a Trust we understand that we have a responsibility to create a future-focused team, that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current or future roles.

Cornwall Education Learning Trust recognises that people are vital to our vision, to ensure that every child achieves more at a CELT academy and is therefore committed to creating a supportive culture that is inclusive, positive and fair, where opportunities are open to all.

We consider the current and future needs of our students, the curriculum, and community in order to effectively plan how to recruit, develop, and retain good people who can meet those needs. In addition, the Trust understands that people often look for new opportunities to either enhance their existing skillset or to broaden their career experience, or sometimes they may just want a change of environment after a period of long service.

CELT can offer a diverse range of settings and experiences, supported by quality CPD that allows us to train and retain great staff. It enables people to have the opportunity to work across a variety of educational settings and communities and most importantly, continue to support the young people attending CELT academies.

## Staff Benefits

All CELT staff have access to a range of fantastic benefits, including:

- Internal training opportunities.
- External training opportunities.
- Cycle to Work scheme.
- Electric car scheme.
- Discounts for Teachers - Education discount scheme.
- Gym discounts.
- Employee Assistance programme.
- Eye care vouchers.

All staff are automatically enrolled into the relevant pension scheme. LGPS for support staff and Teachers pension for teaching staff.







Amy Daniels  
Safeguarding Lead

# Safeguarding

Safeguarding is the golden thread through CELT – safeguarding is everyone's responsibility.

We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for children.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes children and young people as well as parents and carers, and school staff.

## Pre-Employment Checks

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.

# How to apply

All CELT vacancies are advertised on [www.celtvacancies.co.uk](http://www.celtvacancies.co.uk) as well as the option to express your interest in future roles.

Click on the **'Apply Now'** button and follow the instructions to create an account on our Recruitment platform – Every.

Once your account is created you will be taken to the online application form, if you have any questions or difficulties completing the form, please contact the Recruitment team here – [recruitment@celtrust.org](mailto:recruitment@celtrust.org).

