



Engagement & Progression Officer Recruitment Pack

H1 £24,523.26 - **H6** £28,596.49 (Actual)
Term-time plus 7 days (45.110 paid weeks)

Exceptional Educational Experience



Dan Morrow
Trust Leader

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A stylized, handwritten signature of Dan Morrow in a teal color, written in a cursive script.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

A handwritten signature in teal ink that reads "Sally Foard".

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



OUR SCHOOL

At Bodmin College, our mission is “to provide a great quality of education so that every child can live a life full of choice and boundless opportunities.”

We believe in the power of strong relationships- between students, their families, staff and the wider community- and that we become stronger by learning with and from each other. Bodmin College is on a transformational journey to provide an inclusive and ambitious education for all learners.

In the last 12 months we:

- Improved A8 to be in line with national standards moving from 27th in Cornwall to 11th
- Are the top 10 school nationally for improvement in English A8
- Reduced fixed term suspensions by 68%
- Improved attendance by 3.61% and have been recently recognised as a high performing school within our similar schools

Our students are incredible and deserve the very best staff who are driven, compassionate relentlessly positive in what we are seeking to achieve together. You will be joining a team who work collegiately together with a common purpose to achieve our goals.

Bodmin College is a warm, ambitious and forward-looking school community in the heart of Cornwall. We are part of Cornwall Education Learning Trust which means we have a strong culture of professional growth: we invest in our staff, encourage reflective practice and support you to become a great practitioner.

We have exceptionally high expectations for student behaviour and support our teachers to be confident to deliver lessons where students continue to learn, contribute positively and make progress in their learning.

If you share our values and are passionate about enabling every child to succeed, we'd love to hear from you.

To discuss the role in more detail, please contact L Goodlad, Deputy Headteacher at lgoodlad@bodmin.celtrust.org



Deputy Designated Safeguarding Lead

Purpose of the Role

The purpose of this role is to ensure that students at BCX receive a high-quality, supportive and ambitious experience from initial application and interview through to their next stage of education, training or employment. The post-holder will play a key role in promoting student wellbeing, removing barriers to engagement and ensuring that learners are able to access, participate in and benefit from their studies.

The role will provide effective pastoral support, positive intervention and guidance for students on campus, helping them to remain engaged, make informed choices and progress successfully. The post-holder will work closely with students, staff and wider partners to develop and oversee a programme of employment, enrichment, tutorial and pastoral activities that supports learners' personal development, confidence and readiness for adult life.

The post-holder will also hold key responsibilities for safeguarding and vulnerable learners. They will act as the delegated Deputy Designated Safeguarding Lead for BCX, working alongside the school's Designated Safeguarding Lead, and will act as the designated teacher for BCX students and other vulnerable learners, ensuring that their needs are identified, understood and supported effectively.

Principle Responsibilities

The post-holder will work actively and visibly with learners across the campus and will not be primarily office or desk based. They will be expected to build positive relationships with students, provide regular support and maintain a strong presence within the college environment.

The post-holder will act as a first point of contact for pastoral care and welfare matters. This will include liaising with external agencies, parents and carers where required. They will act as an advocate for learners, ensuring that students receive the support they need to engage with college life, access their learning and progress successfully to their next steps.

The post-holder will provide initial safeguarding and pastoral interventions for learners. This will include making appropriate referrals to external agencies or relevant authorities and escalating concerns to the Assistant Headteacher BCX or the Designated Safeguarding Lead where required.



The post-holder will act as the assigned Designated Teacher for learners on campus. They will attend relevant meetings and conferences with Virtual Schools and will work closely with students, college staff and external agencies to support looked-after children, including those with Personal Education Plans. This will include contributing to statutory meetings with and about learners, with support from the Designated Safeguarding Lead.

The post-holder will maintain accurate records of intervention using CPOMS, Class Charts and Provision Map. They will ensure that relevant stakeholders are informed and will support other staff in following safeguarding and recording processes appropriately. The post-holder will actively promote and support high expectations amongst learners. They will encourage positive behaviour, appropriate conduct and strong attitudes to learning across the college.

The post-holder will plan, offer and support enrichment and personal development activities on campus. They will work within the BCX social space and across the wider campus to support activities that develop learners' confidence, independence, employability and wider personal skills.

The post-holder will support learners to plan and run community, charity and social events. They will also encourage and promote learner voice, including active engagement with the Student Council.

The post-holder will work with the Assistant Headteacher to support Fresher's Fairs, careers events and other school-wide activities. They will also contribute to college events such as Open Evenings, taster days and other promotional or transition activities where appropriate.

The post-holder will be part of the wider careers education, information and guidance team. They will support learners who are considering their next steps by providing general information about different progression routes. Where learners require more specialist support, the post-holder will work with the Careers Advice team and signpost appropriately.

The post-holder will support teachers to provide early, positive intervention where learners are struggling to engage. They will work with students and staff to support re-engagement, remove barriers and help learners remain on track with their studies and future plans.



The Designated Safeguarding Lead will also consider whether it is appropriate to share any additional safeguarding information with the new school before the child leaves, where this would help the new school put suitable support in place.

Raising awareness

The Designated Safeguarding Lead is responsible for ensuring that all staff have access to, and understand, the school's child protection policy and safeguarding procedures. This is particularly important for new staff and part-time staff.

The Designated Safeguarding Lead will ensure that the child protection policy is publicly available. They will also make sure that parents and carers understand that the school may make referrals where there are concerns about suspected abuse or neglect, and that they are aware of the school's safeguarding role.

The Designated Safeguarding Lead will maintain links with safeguarding partner arrangements to ensure staff are aware of relevant training opportunities and the latest local safeguarding policies and procedures.

They will help promote educational outcomes by sharing appropriate information with teachers and school leaders about the welfare, safeguarding and child protection issues affecting children who have, or have had, a social worker.

The Designated Safeguarding Lead will also help promote safeguarding by ensuring the school website is updated with relevant safeguarding information.

Training

The Designated Safeguarding Lead will undertake training at least every two years to ensure they have the knowledge and skills required to carry out the role effectively and meet the expectations set out in Keeping Children Safe in Education.

This training should include the requirements outlined in the "Training, knowledge and skills" section of Annex C of Keeping Children Safe in Education.

The Designated Safeguarding Lead will also undertake Prevent awareness training.

They will refresh their safeguarding knowledge and skills at regular intervals and at least annually, to ensure their practice remains current and effective.



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 their 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.

Special Conditions of Employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education' . The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people. 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 a Disclosure and Barring Service (DBS) check.



Qualifications

Essential	Desirable
Minimum Level 2 Pass in English & Maths	Level 3 Multi-agency Training
Current Level 2 Safeguarding	Relevant qualifications such as youth work, sports/recreation
PREVENT training	First Aid

Experience

Essential	Desirable
Competent in using IT including college systems & Office 365	A good knowledge of safeguarding, PREVENT and relevant referral processes
	Licence to drive a mini-bus

Skills & Abilities

Essential	Desirable
A proven track record of work in a similar role to support or mentor Young People aged 14-25	Supervising Learners
	Undertaking safeguarding interventions internally
	Experience of working with external agencies for safeguarding interventions
	Understanding of mental health issues and associated services
	Experience of offering guidance, welfare and learner support
	Working within a student union or youth club.



Personal Qualities

Essential	Desirable
A strong commitment to our learners fostering high expectations	Experience of contributing to whole-school strategic planning
Brilliant people skills, with the ability to empathise, challenge or encourage others	Ability to deputise confidently for the Headteacher/Deputy Headteacher in their absence
Respectful and inclusive attitude, promoting equality and diversity	
Proven ability to build working relationships with learners and staff	





Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact **K O'Mara, Deputy Headteacher, at komara@bodmin.celtrust.org**

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



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 our learners.

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



Amy Daniels
Director of Inclusion

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.



Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. 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. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range of leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

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 that 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 and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"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 learners thrive."



Hayley Bissenden

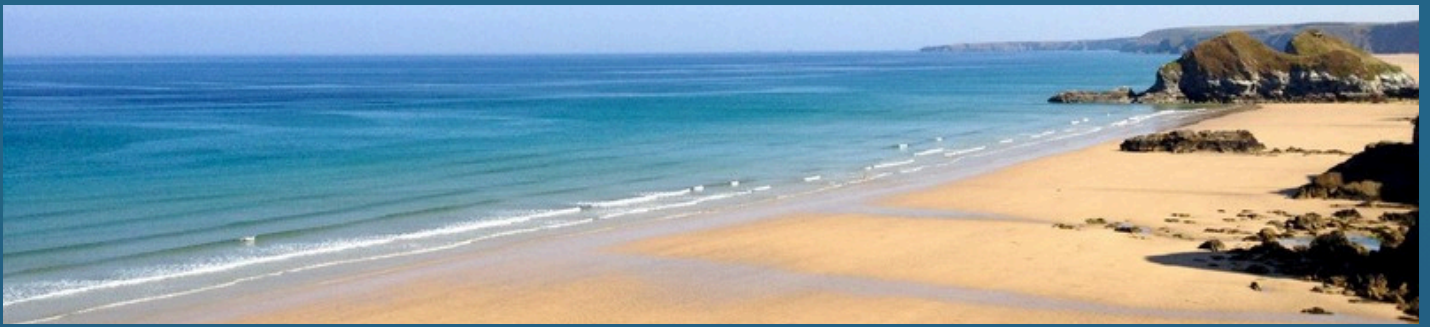
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.