



**Teacher of Personal Development
Recruitment Pack**

M1 - UPS3

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

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 handwritten signature in blue ink that reads "Dan Morrow". The signature is fluid and cursive, written in a professional style.

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.

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



TEACHER OF PERSONAL DEVELOPMENT

Purpose of the Role

To lead and deliver an ambitious Personal Development curriculum that equips students with the knowledge, skills, and character to thrive in school and beyond. This includes teaching and developing the school's Personal Development provision, including statutory PSHE education, ensuring full coverage of National Curriculum requirements.

Culture

The postholder will demonstrate and promote the values of Cornwall Education Learning Trust at all times and will work with professionalism in line with the Trust's Code of Conduct. They will maintain full awareness of, and comply with, safeguarding, health and safety, confidentiality, and data protection policies, raising any concerns in line with school procedures. The postholder will show patience, empathy, and discretion when handling sensitive information and will contribute positively to the school environment by remaining adaptable and willing to support the wider life of the school.

Strategic Purpose

The postholder will assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, and teaching strategies within the department. They will contribute to the Department Development Plan and support its implementation, as well as plan and prepare courses and lessons. The postholder will take part in whole-school self-review procedures and contribute to the development of effective subject links with external agencies.

They will support in identifying resource needs and contribute to the efficient and effective use of resources. The postholder will work collaboratively with colleagues to ensure the shared and effective use of resources for the benefit of the school, the department, and the student curriculum. They will assist leaders in ensuring that the department delivers a range of teaching that aligns with the school's strategic objectives.

The postholder will also contribute to curriculum development and change, ensuring continued relevance to the needs of students, examining and awarding bodies, and the school's core aims and strategic priorities.

Professional Development

The postholder will be expected to take responsibility for their own CPD by engaging in the wide range of resources and opportunities offered by the CELT Centre of Excellence.



Data / Assessment:

The postholder will maintain accurate and appropriate records, ensuring that all information on systems such as SIMS and registers is up to date. They will complete relevant documentation to support the effective tracking of students and will monitor student progress, using this information to inform teaching and learning.

Pastoral System

The postholder will act as a Form Tutor to an assigned group of students, promoting their general progress and well-being both individually and collectively. They will liaise with the Pastoral Leader to ensure the effective implementation of the school's student guidance and support systems. The postholder will monitor and evaluate student progress, maintain accurate and up-to-date records, and identify any concerns, working with appropriate staff to support resolution. They will communicate, as appropriate, with parents and external agencies in consultation with relevant colleagues, and will contribute to SMSC, citizenship, and enterprise in line with school policy.

The postholder will apply the school's behaviour management systems consistently to ensure effective learning and will teach students according to their educational needs, including setting and marking work completed in school and beyond. They will assess, record, and report on attendance, progress, development, and attainment, and will provide high-quality oral and written feedback, reports, and references for individuals and groups of students. The postholder will ensure that ICT, literacy, numeracy, and agreed school priorities are embedded within teaching and learning.

They will maintain discipline in line with school procedures, promoting high standards of punctuality, behaviour, and work. The postholder will undertake assessments as required by external examination bodies and school procedures, and will mark, grade, and provide diagnostic feedback to support student progress. Teachers on the Main Professional Grade will demonstrate progress towards meeting the Threshold Standards, while those on the Upper Pay Scale will continue to meet these standards and evidence sustained contribution in line with UPS criteria.



General responsibilities applicable to all staff

- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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.



Education and Training

Essential	Desirable
Qualified Teacher Status	Further academic qualification
Relevant degree	Ability to teach at A'Level

Experience

Essential	Desirable
Teaching experience	Used a variety of resources to extend learning;
A clear understanding of using data to track and monitor individual students	Organised their groups in a variety of learning structures including whole class, groups and individually;
Demonstrate a variety of teaching strategies in the classroom;	Undertaken professional development activities;
Contribute to the teaching of the subject within the whole school curriculum;	A track record of successful teaching to students of a wide range of abilities.
Create good relationships with students based on respect and fairness;	
Communicate appropriately with a varied range of people;	
Organise and maintain necessary administrative systems;	
Work on their own initiative;	
Use ICT confidentially and innovatively as part of their teaching repertoire.	
Ability to work under pressure and prioritise effectively.	



Knowledge and Skills

Essential	Desirable
Have a proven track record as a successful classroom practitioner, securing high outcomes for students	
Effective communication, presentation and interpersonal skills	
Ability to communicate a vision and inspire others	
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	

Knowledge of Safeguarding

Essential	Desirable
Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Demonstrate an awareness, understanding and commitment to equality and inclusion	





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 J. Kellow, Assistant Headteacher, at jkellow@nt.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.



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.

Amy Daniels
Director of Inclusion



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
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

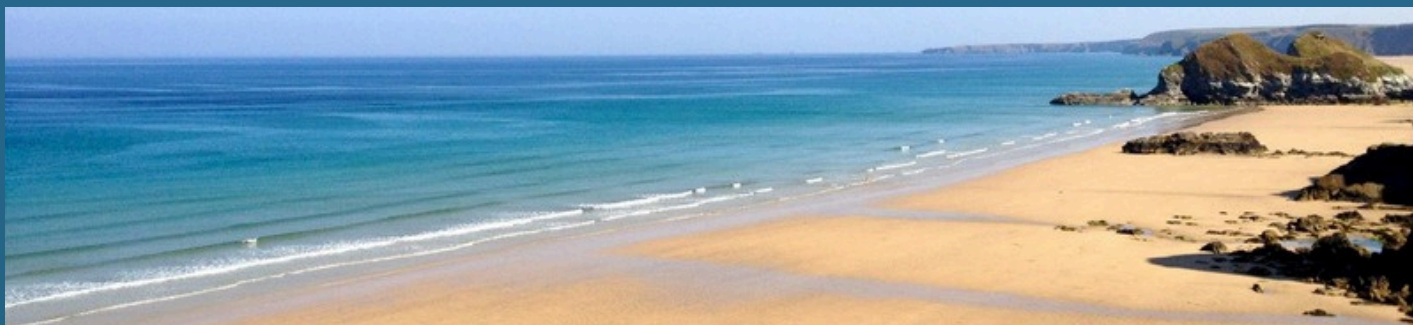
Hayley Bissenden
Director of the
Centre of Excellence





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.