



Teacher of English Recruitment Pack

M1-UPS3



Cornwall
Education
Learning Trust

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 light blue color, written in a cursive script.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





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 English

Purpose

To implement and deliver an appropriately broad, balanced, personalised and create curriculum for students. To meet all the expected requirements within the teacher standards. To contribute to raising standards of student attainment. To share and support school's responsibility to provide and monitor opportunities for academic and personal development. To monitor and assess the progress of students as a teacher.

Culture

The post holder will demonstrate and promote the values of Cornwall Education Learning Trust at all times. They will work with professionalism in with the Trust's code of conduct, and be aware of and comply with safeguarding, health and safety, confidentiality, and data protection policies. They will raise any safeguarding concerns appropriately in line with school procedures, and show patience, empathy and discretion when dealing with sensitive information. They will contribute positively to the school environment by being adaptable and willing to assist with wider school life.

Strategic Purpose

The post holder will assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, and teaching strategies in the department. They will contribute to the department's development plan and its implementation, and plan and prepare courses and lessons. They will contribute to the whole-school self-review procedures.

Teacher of English will contribute to the development of effective subject links and external agencies. They will assist the Head of Department to identify resource needs and to contribute to efficient/effective use of physical resources and will cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the student curriculum.

The post holder will assist the Head of Department to ensure that the department provides a range of teaching which complements the school's strategic objectives. They will assist in the process of curriculum development and change, so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's core aims and strategic objectives.

Professional Development

The post holder will take responsibility for their own CPD, engaging critically with education research. They will learn and develop ICT skills (Word, Excel, Powerpoint, MIS systems such as SIMS, ParentPay). They will gain experience in producing high-quality documents and correspondence under supervision. They will develop organisation and time management skills in a busy school environment. They will continue to learn, train and adapt to new systems and processes.

Data/Assessment

The post holder will maintain appropriate records and provide accurate, relevant and up-to-date information for SIMS, registers and related systems. They will complete relevant documentation to support the effective tracking of students. The post holder will track student progress and use this information to inform teaching and learning.



Teacher of English

Pastoral System

The post holder will act as a Form Tutor to an assigned group of students and will promote the general progress and well-being of individual students and the tutor group as a whole. They will liaise with the Pastoral Leader to ensure the effective implementation of the school's student guidance and support systems. The post holder will evaluate and monitor student progress, maintain up-to-date records as required, and alert appropriate staff to any concerns, making recommendations to support resolution. They will communicate, where appropriate, with parents and external agencies regarding the welfare of students, following consultation with relevant staff.

The post holder will contribute to SMSC, citizenship and enterprise in line with school policy and will apply behaviour management systems consistently to ensure effective learning can take place. They will teach students according to their educational needs, including setting and marking work both in school and elsewhere. They will assess, record and report on attendance, progress, development and attainment, maintaining accurate records as required, and will provide or contribute to oral and written assessments, reports and references for individuals and groups of students.

The post holder will ensure that ICT, literacy, numeracy and agreed school priorities are embedded within the teaching and learning experience. They will maintain discipline in line with school procedures and promote high standards of punctuality, behaviour, classwork and homework. They will undertake assessments as required by external examination bodies and school procedures, and will mark, grade and provide clear written, verbal and diagnostic feedback.

Teachers on the Main Professional Grade are expected to demonstrate progress towards meeting the Threshold Standards, and those who have passed through the Threshold are expected to continue to meet these standards and fulfil the criteria for progression to the Upper Pay Scale.

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.



Qualifications and Professional Development

Essential	Desirable
Qualified Teacher Status	Further academic qualification
Relevant degree	

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 Emma Owen, Deputy Headteacher, at eowen@poltair.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.



People Services

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 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

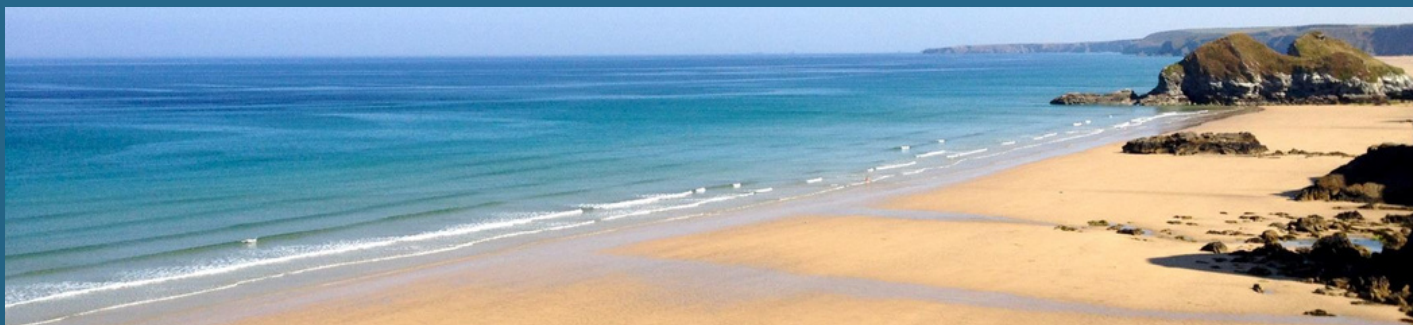
Hayley Bissenden
Director of the
Centre of Excellence





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.