



# Primary Teacher

Maternity Cover  
Recruitment Pack

Pay Scale: M1-M3

**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 a light blue, cursive script that reads "Dan Morrow".

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  
**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



## PRIMARY TEACHER JOB DESCRIPTION

### **Purpose of the role:**

The post holder will be responsible for the learning and achievement of all pupils in their class or classes, ensuring equality of opportunity for all.

They will be responsible and accountable for achieving the highest possible standards in both work and conduct. They will treat pupils with dignity, building relationships rooted in mutual respect, while always observing appropriate professional boundaries.

The post holder will work proactively and effectively in collaboration and partnership with learners, parents and carers, governors, colleagues and external agencies, acting in the best interests of pupils at all times.

They will act within the statutory frameworks that set out their professional duties and responsibilities, including the current School Teachers' Pay and Conditions Document and the Teachers' Standards.

They will also take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **Teaching:**

The post holder will deliver the curriculum relevant to the age, ability group and subject areas they teach. They will be responsible for preparing and developing teaching materials, teaching programmes and pastoral arrangements, as appropriate.

They will be accountable for the attainment, progress and outcomes of the pupils they teach. They will be aware of pupils' capabilities and prior knowledge, using this understanding to plan teaching that builds on what pupils already know and can do. They will adapt teaching appropriately, demonstrating secure knowledge and understanding of how pupils learn.

The post holder will have a clear understanding of the needs of all pupils, including those with special educational needs, pupils who are gifted and talented, pupils with English as an additional language, and pupils with disabilities. They will use relevant data to monitor progress, set targets and plan subsequent lessons, as well as evaluate distinctive teaching approaches to engage and support pupils effectively.

They will set homework and plan other out-of-class activities, where appropriate, to consolidate and extend pupils' knowledge and understanding. They will also participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.



The post holder will demonstrate an understanding of, and take responsibility for, promoting high standards of literacy, including the correct use of spoken English, whatever their specialist subject. Where teaching early reading, they will demonstrate a clear understanding of appropriate teaching strategies, including systematic synthetic phonics. They will use an appropriate range of observation, assessment, monitoring and recording strategies to set challenging learning objectives for pupils of all backgrounds, abilities and dispositions. They will monitor learners' progress and levels of attainment, making accurate and productive use of assessment to secure pupils' progress.

They will provide pupils with regular feedback, both orally and through accurate marking. They will encourage pupils to respond to feedback, reflect on their progress and emerging needs, and develop a responsible and conscientious attitude to their own work and study.

**Behaviour and safety:**

The post holder will establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect. They will establish a clear framework for discipline, using a range of strategies, including praise, sanctions and rewards, consistently and fairly.

They will manage classes effectively, using approaches that are appropriate to pupils' needs in order to inspire, motivate and challenge them. They will maintain positive relationships with pupils, exercise appropriate authority and act decisively when necessary.

The post holder will be a positive role model, consistently demonstrating the attitudes, values and behaviour expected of pupils. They will have high expectations of behaviour, promoting self-control and independence among all learners.

They will carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.

They will also be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns in line with school protocols and procedures.

**Team working and collaboration:**

The post holder will participate in relevant meetings and professional development opportunities at the school relating to learners, the curriculum or the organisation of the school, including pastoral arrangements and assemblies.

They will work as a team member, identifying opportunities to collaborate with colleagues and share the development of effective practice.



The post holder will contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments. They will ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

They will take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. They will also cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions Document.

**Wider professional responsibilities:**

The post holder will work collaboratively with others to develop effective professional relationships.

They will deploy support staff effectively, as appropriate, to support pupils' learning and wider development.

The post holder will communicate effectively with parents and carers regarding pupils' achievements and wellbeing, using school systems and processes as appropriate.

They will communicate and cooperate with relevant external bodies where required. They will also make a positive contribution to the wider life and ethos of the school.

**Administration:**

The post holder will register the attendance of learners and supervise them before, during or after school sessions, as appropriate. They will also participate in and carry out administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

**Professional development:**

The post holder will regularly review the effectiveness of their teaching and assessment procedures, including the impact these have on pupils' progress, attainment and wellbeing. They will refine their approaches where necessary and respond constructively to advice and feedback from colleagues.

They will be responsible for improving their teaching by participating fully in training and development opportunities identified by the school, or those arising from their performance management review.



**Other:**

The post holder will have professional regard for the ethos, policies and practices of the school in which they teach. They will maintain high standards in their own attendance and punctuality. They will also perform any other reasonable duties as requested by the Headteacher.

**General responsibilities applicable to all staff:**

The post holder will demonstrate and promote the values of Cornwall Education Learning Trust at all times. They will work effectively with other members of staff to meet the needs of all pupils and will conduct themselves professionally, in line with the Trust's Code of Conduct.

The post holder will attend staff meetings and Trust-based INSET as required. They will take responsibility for their own continuous self-development, undertaking training and professional development as appropriate. They will be aware of, and adhere to, all applicable Trust policies and procedures.

They will maintain the utmost confidentiality at all times in relation to reports, records, personal data concerning staff and pupils, and any other sensitive or confidential information acquired through their duties for the Trust. They will do so with due regard to the General Data Protection Regulation.

**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 and Professional Development

Essential	Desirable
Good Honours Degree, PGCE or equivalent Qualified Teacher Status	Teaching Experience with the age range and/or subjects applying for

### Experience

Essential	Desirable
Ability to create a stimulating and safe learning environment	Knowledge of current education and professional developments and an understanding of their application in a whole school context.
Ability to plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach	
Ability to assess and record the progress of pupils' learning to inform next steps and monitor progress	
To teach using a wide variety of strategies to maximise achievement for all children, including those with special educational needs and high achievers	
Ability to successfully deploy a wide range of effective behaviour management strategies	
High level of oral and written communication skills and an ability to work in partnership with other staff	
Excellent ICT Skills and ability to use ICT to advance pupils' learning	
A passion for outdoor learning and a child-led curriculum	

### Knowledge & Skills

Essential	Desirable
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	Self-motivated and ability to use own initiative
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	Ability to be flexible and adaptable



## Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: [www.celtrust.org](http://www.celtrust.org). If you are interested in this role and would like to find out more before applying, please contact Sarah Hildyard, Headteacher, at [shildyard@npa.celtrust.org](mailto:shildyard@npa.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**

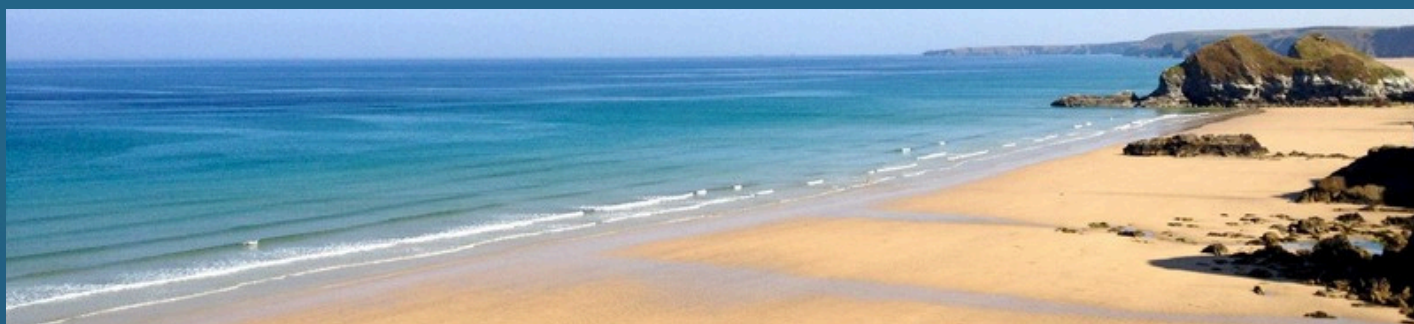
Director of the  
Centre of Excellence





## 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.