



Cornwall
Education
Learning Trust

Specialist Teacher of Inclusion Recruitment Pack

Salary - 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
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



Specialist Teacher of Inclusion

Purpose

The postholder will provide professional guidance to colleagues and will work closely with staff, parents, and external agencies to support student outcomes. They will fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document.

The postholder will implement and deliver a broad, balanced, personalised, and creative curriculum, ensuring that all requirements of the Teachers' Standards are met. They will contribute to raising standards of student attainment and will support the school's responsibility to provide and monitor opportunities for both academic and personal development. The postholder will monitor and assess the progress of students as part of their teaching role.

Operational / Strategic Planning

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 contribute to whole-school self-review procedures and support the development of effective subject links with external agencies.

They will assist the Head of Department in identifying resource needs and will contribute to the efficient and effective use of physical 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 students. They will support the Head of Department in ensuring that the curriculum offer aligns with the school's strategic objectives and will contribute to curriculum development and change to ensure continued relevance to students, awarding bodies, and the school's priorities.

Personal Development

The postholder will participate in the school's staff development programme and engage in opportunities for further training and professional development. They will continue to develop their subject knowledge and teaching practice and will engage actively in the Performance Management Review process. The postholder will support the effective deployment of classroom support staff and will work collaboratively as part of a team, contributing positively to professional relationships across the school.

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.

Communications

The postholder will communicate effectively with parents as appropriate and, where necessary, will liaise and cooperate with external agencies. They will follow agreed school communication policies and will participate in key events such as Open Evenings, Parents' Evenings, review days, and liaison events with partner schools.



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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 concerns, working with appropriate staff to support resolution. They will communicate with parents and external agencies, as appropriate, in consultation with relevant colleagues, and will contribute to SMSC, citizenship, and enterprise in line with school policy.

They 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. The postholder 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. They will ensure that ICT, literacy, numeracy, and agreed school priorities are embedded within teaching and learning.

The postholder will maintain discipline in line with school procedures, promoting high standards of punctuality, behaviour, and work. They 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.

Support for Students with SEND

The postholder will identify students' SEND needs and will support the SENDCo in coordinating, monitoring, and evaluating provision to ensure that it meets individual needs. They will assist in securing appropriate external services and will ensure that records relating to assessment, attendance, and behaviour are accurate and up to date. The postholder will contribute to the review of Education, Health and Care Plans in collaboration with students and parents/carers and will maintain regular communication with families.

They will liaise with relevant agencies regarding student admissions, working closely with the SENDCo and the SLT lead for admissions to ensure that appropriate provision is in place. The postholder will support the effective management of student transitions and will promote inclusion across the college community, ensuring access to the curriculum, facilities, and extracurricular opportunities.

They will line manage the Family Support Worker to ensure effective support for vulnerable students, including children in need, looked after children, and those eligible for pupil premium funding. The postholder will also provide intimate care for students with medical or personal care needs where required.



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Leadership and Management

The postholder will lead INSET for staff and will share key procedural information, including the Trust's SEND policy. They will promote an ethos and culture that reflects and supports the Trust's approach to SEND.

Staff Development / Recruitment / Deployment of Staff

The postholder will participate in the Trust's staff development programme and engage in further training and professional development. They will take responsibility for their own ongoing development, including subject knowledge and teaching practice, and will engage actively in the Performance Management Review process. The postholder will ensure the effective and efficient deployment of classroom support staff and will contribute positively as a member of a designated team, fostering strong professional relationships across the Trust.

Quality Assurance

The postholder will support the implementation of Trust quality assurance procedures and will adhere to these consistently. They will contribute to the monitoring and evaluation of the curriculum area or department in line with agreed procedures, including evaluation against quality standards and performance criteria. The postholder will identify and implement improvements where required, review teaching methods and programmes of work, and participate, as appropriate, in the review, development, and management of curriculum, organisational, and pastoral activities across the Trust.

Management of Resources

The postholder will contribute to the ordering and allocation of equipment and materials and will support the Headteacher in identifying resource needs. They will ensure the efficient and effective use of physical resources and will work collaboratively with colleagues to promote the shared and effective use of resources for the benefit of the Trust, department, and students.

General Responsibilities Applicable to All Staff

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 take responsibility for their own professional development and will attend staff meetings and Trust-based INSET as required. The postholder will maintain full awareness of, and comply with, all Trust and school policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting any 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.



Specialist Teacher of Inclusion

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
Qualified Teacher Status	Further academic qualification
Relevant degree	

Skills & 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 confidently and innovatively as part of their teaching repertoire	
Ability to work under pressure and prioritise effectively	

Specialist Knowledge & Skills

Essential	Desirable
Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject	Knowledge of current education and professional developments and an understanding of their application in a whole school context
Excellent working knowledge of ICT and how it can be used to track and analyse attainment	
Prioritise and manage own time effectively, work under pressure and to deadlines	
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	

Personal Qualities

Essential	Desirable
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	Personal ambition and potential for leadership
Demonstrate a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning	Set high standards and act as a role model for students and staff
A commitment to pastoral tutoring and sensitivity to students needs	
A desire to play a full part in the life of CELT community, to support it's distinctive mission and ethos, and to encourage staff and students to follow in it's example	
A commitment to facilitate extra-curricular provision	

Values-related Qualities

Essential	Desirable
<p>Collaborate - ability to work effectively as a team.</p>	<p>Knowledge of speech, language and communication development</p>
<p>Empower - ability to take initiative and problem solve in order to mprove performance.</p>	<p>Understanding of SEND, particularly communication and interaction needs</p>
<p>Leadership - to lead by example and achieve shared goals</p>	
<p>Transformation - ability to recognise a need for change and adapt accordingly.</p>	



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 our Recruitment Team at recruitment@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.

CELT 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 CELT 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 CELT 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

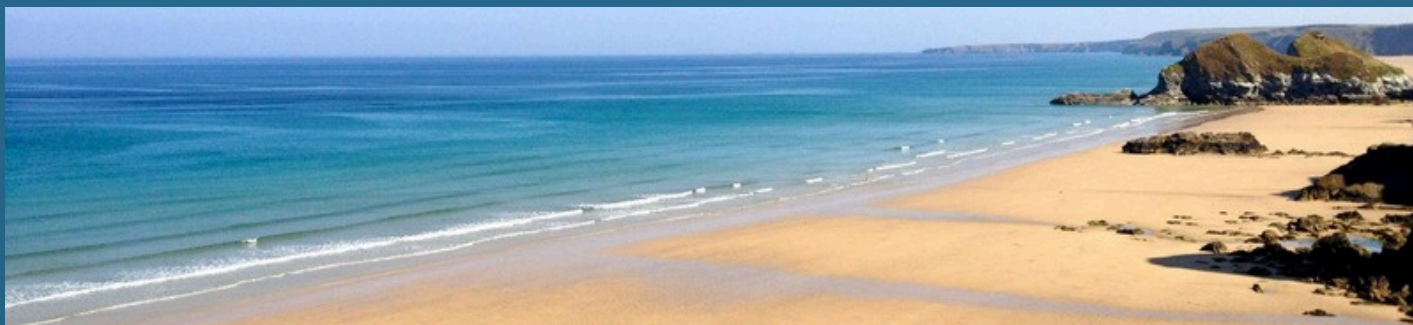
Hayley Bissenden
Director of the
Centre of Excellence





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.