



Cornwall
Education
Learning Trust

Assistant Headteacher

Recruitment Pack
(Grade L12 - L16)
£67,898 - £75,049

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.

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





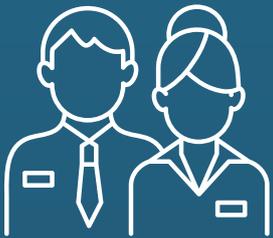
Cornwall Education Learning Trust

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



CELT Assistant Headteacher

Purpose of the Role

To share our commitment to high standards and ambition to help lead our schools in the next stage of their development. Focusing on developing outstanding classroom practice, ensuring that all students have full access to an ambitious knowledge-rich curriculum that is expertly taught and leads to excellent outcomes.

Culture

The Assistant Headteacher consistently demonstrates and promotes the values of Cornwall Education Learning Trust, acting with professionalism and in line with the Trust's code of conduct at all times. They will adhere to all safeguarding, health and safety, confidentiality, and data protection policies, raising any concerns promptly in accordance with school procedures.

The post holder will exercise patience, empathy, and discretion when handling sensitive matters and information. They will contribute positively to the school community, demonstrating adaptability and a willingness to support the wider life of the school..

Strategic Direction and Development

The Assistant Headteacher provides strategic, impact-driven leadership, working closely with the Headteacher and Deputy Headteacher to strengthen leadership to support the effective day-to-day management of the school operations. They play a key role in ensuring delivery of high-quality education through a curriculum with clear intent and demonstrable impact, and in leading the quality of teaching and learning so that it meets the needs of every student and enables them to achieve their full potential.

The post holder is responsible for raising standards across the Trust, securing strong student outcomes and progress, and maintaining a high-presence throughout the school day and at key events. They take responsibility for a significant area of provision within the Trust, including the management of designated staff, and contribute to the development and implementation of the School Improvement Plan, self-evaluation processes, and ongoing review.

In addition, the Assistant Headteacher supports formulation of the Trust's aims and objectives, establishes clear strategies for achieving them, and ensures effective management of staff and resources to deliver these priorities. They monitor progress towards agreed goals and uphold strong commitment to promoting and safeguarding the welfare of children and young people across the Trust.

As a member of the Senior Leadership Team, the Assistant Headteacher deputises for the Headteacher and Deputy Headteacher in their absence.



Teaching, Curriculum and Assessment Responsibilities

The Assistant Headteacher establishes and sustains high-quality teaching across all subjects and phases, rooted in evidence-informed practice. They lead and strategically develop the Higher Prior Attaining acceleration strategy, ensuring provision is ambitious, targeted, and impactful.

They ensure that teaching is underpinned by strong subject expertise and promote a culture in which all students, including those with special educational needs and disabilities, can access the curriculum. The Assistant Headteacher holds ambitious expectations for all learners and ensures that all staff recognise their role as teachers of students with SEN.

The role includes the effective use of formative assessment to inform strategy and decision-making, alongside securing the delivery of a broad, structured, and coherent curriculum. They oversee the use of valid, reliable, and proportionate assessment approaches to accurately evaluate students' knowledge and understanding.

The Assistant Headteacher models excellent classroom practice in line with the Teacher Standards and utilises whole-school data and tracking systems to inform and drive school improvement priorities.

School Culture and Behaviour

The Assistant Headteacher makes explicit to pupils, parents, staff, and the wider community the high expectations held for every student. They communicate the Trust's vision clearly and compellingly, supporting Headteachers in delivering strong strategic leadership.

They uphold and actively promote the values and ethos of the Trust, ensuring that educational standards remain high so that all pupils, regardless of background, are well prepared for their next stage of education and life. The Assistant Headteacher fosters a culture of high professionalism among staff and ensures that expectations for student behaviour and progress are consistently ambitious.

They promote and model consistent, fair, and effective approaches to behaviour management, in line with Trust and school policies, ensuring a calm, purposeful, and inclusive learning environment.



Governance, Accountability and Working in Partnerships

The Assistant Headteacher ensures that the school operates effectively and efficiently within all required regulatory frameworks and meets statutory duties. They present clear, coherent, and accurate accounts of the school's performance to a range of audiences, including Governors, the Trust Board, the Department for Education, the local community, and Ofsted.

They build and maintain strong professional relationships with colleagues and external partners to improve educational outcomes for all pupils. The Assistant Headteacher fosters effective partnerships with parents and the wider community to support pupils' achievement, personal development, and the positive reputation of the school.

They maintain productive links with other secondary and primary schools, as well as further and higher education providers, and ensure that parents and pupils are well informed about expectations regarding behaviour and attendance, alongside their shared responsibilities within the school community.

Professional Development

The Assistant Headteacher takes responsibility for their own professional development, engaging critically with educational research to inform and refine practice. They continue to develop their use of ICT, including systems such as Word, Excel, PowerPoint, and school management information systems.

They demonstrate the ability to produce high-quality documentation and professional correspondence, and further strengthen their organisational and time management skills within a busy school environment. The Assistant Headteacher remains committed to ongoing learning, adapting effectively to new systems, processes, and ways of working.

General responsibilities applicable to all staff

- To attend staff meetings and Trust-based INSET as required.
- To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the school.
- 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 the 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 (QTS)	National Professional Qualification (NPQSL or NPQH)
Evidence of ongoing professional development in leadership	

Leadership & Experience

Essential	Desirable
Successful leadership experience at senior or middle leadership level in a secondary school	Experience as a Deputy or Assistant Headteacher
Demonstrable excellent strategic leadership skills.	
Personal impact and presence based on confidence, humility and trust.	
Outstanding collaborator and team player.	

Knowledge and Understanding

Essential	Desirable
Experience of interpreting educational data and using it to raise standards.	
Strong understanding of inclusive teaching, adaptive practice, and curriculum access	
Knowledge of safeguarding, behaviour, attendance, and pastoral systems	



Skills & Abilities

Essential	Desirable
Strategic leadership skills with the ability to translate vision into practice	
Strong line-management and team leadership skills	
Excellent communication skills with staff, students, parents, and external agencies	
Ability to analyse data to drive improvement and evaluate impact	
Strong organisational and problem-solving skills	

Personal Qualities

Essential	Desirable
Commitment to high expectations and equity for all students	Experience of contributing to whole-school strategic planning
Passionate advocate for inclusive education	Ability to deputise confidently for the Headteacher/Deputy Headteacher in their absence
Resilient, calm, and emotionally intelligent leader	
Values collaboration, professional learning, and continuous improvement	
Strong organisational and problem-solving skills	





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 **Lucy Gambier, Director of Secondary Education** at lgambier@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
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.