



## Head of Year

### Recruitment Pack

Grade: MPS - UPS3 + TLR2  
£32,916 - £51,048 + £8,611  
(actual)



**BODMIN**  
COLLEGE



**BODMIN**  
COLLEGE

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.

Dan Morrow  
Trust Leader



Rich Baker  
Deputy Trust Lead

EXCEPTIONAL  
EDUCATIONAL  
EXPERIENCE

100%





## Welcome from our Chair of Trustees



Sally Foard  
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





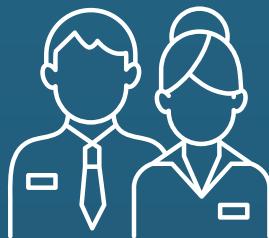
# Cornwall Education Learning Trust

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



## Head of Year

### Purpose of the role

To ensure students demonstrate exceptional behaviour, positive attitudes to learning, and strong attendance. It fosters confidence, character, and a sense of belonging, while driving improvement through effective monitoring, intervention, and support. Success is celebrated through a clear rewards strategy and a rich personal development curriculum that challenges all learners. The role also leads staff performance management to promote professional growth and continuous improvement..

### Culture

- Provide vision and dynamic and professional leadership for the school community to ensure high quality, inclusive and comprehensive education for all learners.
- Promote excellence, equality and high expectations of all pupils and be ambitious for their futures.
- Provide professional leadership and management to the school that will promote a secure foundation for the school's improvement journey.
- Inspire, challenge, motivate and empower all members of the school community to contribute to carry the school and the Trust's mission, vision and values forward.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of professional learning and highly effective staff training and development.
- Cultivate a safe environment that secures and promotes the highest achievement of both students and staff.
- Work collaboratively alongside headteachers and colleagues across Cornwall Education Learning Trust to provide effective and collaborative school improvement to impact positively on the outcomes for young people and to close the opportunity gap.

### Strategic purpose

- To ensure that students exhibit exceptional behaviour and attitudes to learning.
- To strategically plan to foster the development of confidence, character and a sense of belonging to the Penrice community.
- Promote positive attendance and monitor and intervene effectively when attendance is below the expected thresholds.
- Liaise with and effectively deploy support staff to assist in the development of exceptional attitudes to learning, behaviour and attendance.
- To initiate solutions, fully participate in and contribute to pastoral development of students To implement and monitor tracking systems for student behaviour, attendance, and progress, analyse data and instigate interventions to address areas where progress is below expectations.
- To drive a clear rewards strategy across the year, celebrating student success in all areas and celebrating this success with families.
- To ensure that a rich and vibrant personal development curriculum meets the needs of all students, with correct levels of challenge.
- To effectively lead the performance management process to drive improvement and develop our staff.
- Develop and implement policies for the year group in line with the school's commitment to all students having exceptional behaviour and attitudes to learning.



- Proactively promote the core values of the school.
- Have a good understanding of how well the year group is experiencing school and the impact it has on student achievement, behaviour, and attendance.
- Monitor and analyse student data to identify students who meet thresholds for enhanced support.
- Use this understanding to feed into the school development plan and produce a Team Improvement plan for the year group.
- Build effective relationships with parents and carers that fully involve them in the school and guide them on how they can be effective in their support of their child's progress.
- Promote students' spiritual, moral, social, cultural, physical, and mental development alongside British values.
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND).
- Work strategically with the Careers Lead to plan a careers curriculum that promotes careers education and progression to further and higher education as well as to employment
- Liaise with other Heads of Year and Subject Leaders within the Trust to collaborate and share expertise.

#### **Leading the Curriculum**

- Develop and review regularly the vision, aims and purpose for the year group
- Oversee the planning of the personal development and reading curriculum content, ensuring it is well sequenced to promote student progress.
- Ensure the planned curriculum is effectively and consistently implemented across the school.

#### **Leading and Managing Staff**

- Establish an effective team and hold regular meetings.
- Provide support to staff regarding teaching and learning resources, and planning of tutor times.
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the year group is experiencing school.
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area.
- Provide clear direction to tutors on student progress, behaviour, and attendance and subsequent actions.
- Take responsibility for performance management for your team, appraising staff in line with the school's performance management policy.
- Manage setting students into attainment groups.
- Leading the induction of new students into the year group.

#### **Efficient and Effective Deployment of Resources**

- Provide support with deployment of resources for tutor time
- Create a safe, welcoming environment, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students.
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs.
- Manage budgets effectively to ensure it is spent on resources that add value and enhance the learning experience.



### General responsibilities applicable to all staff

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work with professionalism in line with the Trust's Code of Conduct.
- To take responsibility for their own CPD
- 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 (QTS) and degree.	Master Degree in relevant subject
Degree or equivalent qualification	
Evidence of ongoing CPD	

**Experience**

Essential	Desirable
Minimum of 2 years' relevant teaching experience	Experience as an exam marker for GCSE or A-Level
Experience in leading a whole school initiative	Experience of strategic planning and evaluation leading to improved provision

**Knowledge and Skills**

Essential	Desirable
Excellent subject knowledge and an understanding of national and examination curricular	Knowledge of current education and professional developments and an understanding of their application in a whole school context
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	
Excellent working knowledge of ICT and how it can be used to track and analyse attainment	
High level of oral and written communication skills	
Track record of delivering highly effective lessons	
To believe in the importance of team work and a collaborative approach, to be able to build supportive working relationships with colleagues both within and outside the Department	
Demonstrates a versatile approach to teaching strategies and a willingness to initiate curriculum innovation, with the ability to impact positively on all students, to enthuse and create a love of learning	

**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](http://www.celtrust.org).

If you would like to arrange a visit or discuss the role further, please contact Kym O'Mara at [komara@celtrust.org](mailto:komara@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



CELT 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.

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



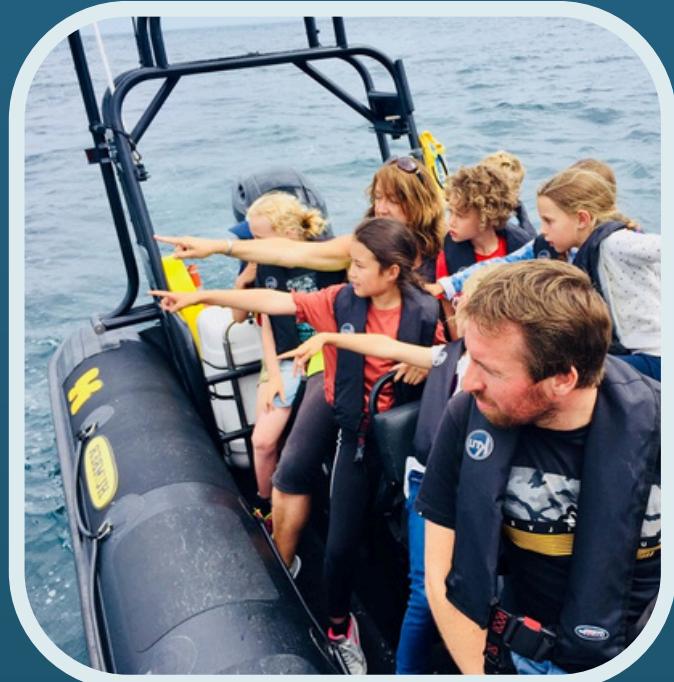
Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

### 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.