



## Year Manager

**Recruitment Pack**

Grade G

£25,163 - £30,490

Exceptional Educational Experience



Dan Morrow  
Trust Leader



Clare Ridehalgh  
Deputy Trust Lead



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.



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



# Job Description Year Manager

## Purpose of the role

The role of a Year Manager is to enable all pupils to make progress within education by providing leadership and support around student welfare, attendance and behavioural issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and building and sustaining effective relationships and with families to engage them as active stakeholders in their child's education.

As the Year Manager for Year 7 you will be directly involved with supporting the exciting transition of our local Year 6 pupils from Primary to Secondary School, bridging the gap between two exciting chapters of a young person's education, helping pupils and families step confidently into secondary school life. The role will involve working closely with our transition lead, our primary schools and parents/carers across our local community, to ensure all are prepared emotionally, socially, and academically for the change ahead. This may include organising visits and transition days to supporting vulnerable pupils and easing anxieties.

Our role is to make sure no child feels lost in the move to a bigger school. The support of the year manager role is all about building confidence, sparking curiosity, and turning what could feel like a daunting leap, into an adventure full of new opportunities.

If you share our values and are passionate about enabling every child to succeed, we'd love to hear from you.

To discuss the role in more detail, please contact Kym O'Mara – [komara@bodmin.celtrust.org](mailto:komara@bodmin.celtrust.org)

## 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 support the Director of Key Stage in implementing a team ethos with the Form Tutors, and support the pastoral work of the tutors.
- To identify strategies to help overcome individual pupils' barriers to learning and implement interventions as required.
- To use systems to monitor the behaviour and progress of pupils who are on targeted interventions.
- Co-ordinate the development of pupils' individual support plans and review ongoing progress towards set goals
- Working with leaders responsible to Late Joiners, manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- To be the first point of contact for parents, in relation to student behaviour and barriers to learning and assist parents/carers with any information they need to support their child Maintain accurate records of interventions and relevant meetings
- Promote high standards of behaviour and consistently implement the school's behaviour policy
- Working with Director of Key Stage, be responsible for attendance and behaviour of pupils, especially during unstructured time.
- To liaise with outside agencies, preparing the necessary documents and information for meetings.
- Liaising with relevant internal and external staff, to contribute to the effective KS2-3 transfer and the induction of Year 7.
- Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions.
- Working with First Aid and Safeguarding teams, make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies and promote safeguarding within the school.
- Working with the Safeguarding Teams, DSLs and Trust Safeguarding Lead to make appropriate referrals and assist in any safeguarding concerns. Leading and participating in year assemblies.
- To have a very highly visible presence during student break times & undertake duties during all student break times.

## 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
GCSE or equivalent level, including at least a Grade C in English and Mathematics	Level 6 qualification
Level 3 Safeguarding Training	

## Experience

Essential	Desirable
Experience working in a school environment or other educational setting.	Tailoring plans and interventions to individual pupils
Experience working with children/ young people with additional needs (e.g. SEND, behavioral, mental health).	Experience mentoring/coaching other staff or leading a team.
Experience planning and delivering targeted interventions.	
Experience working with colleagues and external stakeholders (e.g. from external agencies)	

## Knowledge and Skills

Essential	Desirable
Good listening , written and verbal communication skills.	Exceptional ability to engage parents, students, and staff.
Knowledge of barriers to learning that pupils may face	
Able to use IT systems and to conduct analysis and produce reports	
Able to create good relationships with children, staff, parents and external agencies	
Organised, good time management, proactive and self-motivated	
Able to work under pressure and prioritise effectively	

## Knowledge of Safeguarding

Essential	Desirable
Demonstrate an awareness understanding and commitment to the protection and safeguarding of children and young people	Experience with following safeguarding procedures.
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

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  
**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

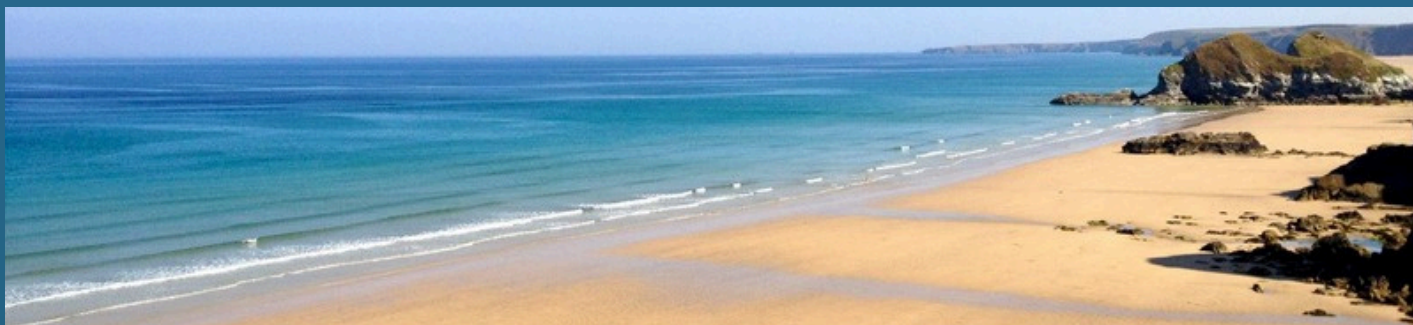






## Living and Working in Cornwall

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.