



BODMIN
COLLEGE

Assistant SENDCo

Recruitment Pack

£25,519.20 - £29,757.84 (Actual)
41 weeks per year (Term-time +
INSET + 10 additional days)

Exceptional Educational Experience

OUR SCHOOL

At Bodmin College, our mission is “to provide a great quality of education so that every child can live a life full of choice and boundless opportunities.”

We believe in the power of strong relationships- between students, their families, staff and the wider community- and that we become stronger by learning with and from each other. Bodmin College is on a transformational journey to provide an inclusive and ambitious education for all learners.

Our students are incredible and deserve the very best staff who are driven, compassionate and relentlessly positive in what we are seeking to achieve together.

Bodmin College is a warm, ambitious and forward-looking community school in the heart of Cornwall. We are part of Cornwall Education Learning Trust which means we have a strong culture of professional growth: we invest in our staff, encourage reflective practice and support you to become a great practitioner.

We are looking for someone with the energy, flexibility and determination to support our school in enabling every young person to access opportunities and experiences that enable them to grow in confidence and character.

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 Claire White, Headteacher, at cwhite@bodmin.celtrust.org





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 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



Assistant SENDCo

Purpose of the role:

As an integral member of the team, key duties will include identifying and supporting students who are experiencing barriers to learning; creating, updating and reviewing Student Support Plans and leading review meetings periodically throughout the year.

Principal Responsibilities:

The postholder will play an integral role in implementing the current SEND strategy across the academy. They will review and develop support staff practice, holding team members to account and ensuring high standards. The postholder will develop and maintain a suite of interventions to support learners, measuring their impact over time. They will collate SEND statistical data as required and analyse progress and attainment so that the academy's record of need can be audited termly and reported to CELT Champions; this data will also be used to inform supervision meetings and will be shared with teaching and support staff.

The postholder will provide support with High Needs Funding applications and track associated funding. They will support the provision for SEN, including the effective allocation of support within the classroom. They will use data to identify students who are underachieving and implement targeted plans through regular supervision meetings, monitoring progress and advising the SENDCo and Operational SENDCo. The postholder will maintain and audit the record of need each term, identifying students for escalation or de-escalation and communicating this clearly with all stakeholders.

The postholder will support access arrangements in liaison with the examinations officer and assist in the line management of a team of HLTA's. They will identify and support students experiencing barriers to learning and create student support plans to address these needs. The postholder will lead review meetings throughout the year, attend annual reviews and coordinate multi-agency meetings. They will be available to meet regularly with parents and students and will ensure that student needs are clearly communicated to teaching staff.

The postholder will work closely with the Pastoral Team to meet the needs of all students. They will support students with an EHCP and those identified as SEN Support, particularly through key transition points. The postholder will also support students and parents during information and parents' evenings throughout the year.



General responsibilities applicable to all staff

- Demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Take responsibility for their own CPD
- 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.

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.

Cornwall Education Learning Trust is an equal opportunities employer and is also committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check.



Qualifications and Professional Development

Essential	Desirable
Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills)	Attainment of A-Levels or equivalent of a Level 3 standard of education Coordination
	Qualified Teacher Status National Award in Special Educational Need
	Postgraduate Award of Proficiency in Assessment for Access Arrangements

Experience

Essential	Desirable
Experience of working within the SEND field	Experience of working in a school/educational setting
Experience of leading a team	

Specialist Knowledge & Skills

Essential	Desirable
Excellnt knowledge of the SEND code of practice 0-25	Knowledge of current education and professional developments and an understanding of their application in a SEND context
Excellent working knowledge of ICT.	
An understanding of the barriers to learning for SEND students	
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Demonstrates an awareness, understanding and commitment to equality and inclusion.	
High level of oral and written communication skills	



Values-related Qualities

Essential	Desirable
A strong commitment to safeguarding children and young people. Full awareness and knowledge of current legislation related to child protection and safeguarding,	
A relentless passion towards ensuring the very best outcomes for students with SEND	
To believe in the importance of teamwork and collaborative approach to be able to build supportive working relationships with colleagues both within and outside of the SEN department	
Ability to lead by example and motivate others	
A desire to play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow in this example	
Ability to work under pressure, prioritise effectively and manage workload	
Collaborate - Work effectively as a team	
Empower - Ability to take initiative and problem solve in order to improve performance	
Leadership - To lead by example and achieve shared goals	
Transformation - Ability to recognise the need for change and adapt accordingly	





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

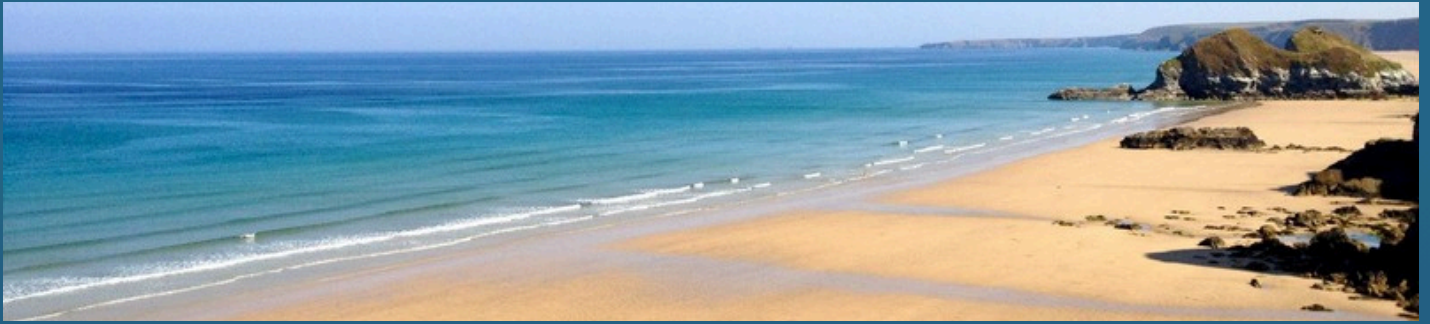
Director of the
Centre of Excellence





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.