



Teaching Assistant Recruitment Pack

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.



Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





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



TEACHING ASSISTANT

Purpose of the role:

To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

Culture:

The role consistently upholds and models the core values of Cornwall Education Learning Trust, maintaining professionalism in accordance with the Trust's Code of Conduct. It requires adherence to all safeguarding, health and safety, confidentiality, and data protection policies, with any safeguarding concerns raised promptly through the correct school procedures. The post demands patience, empathy, and discretion when handling sensitive information, while also contributing positively to the wider school environment by remaining adaptable and willing to support broader school activities.

Strategic purpose:

Our Teaching Assistants (TA) support children's learning by assisting individuals and small groups in developing the knowledge, skills and attitudes outlined in the curriculum, ensuring that all learning support is carefully tailored to help pupils learn as effectively as possible. They build positive and supportive relationships with students, encouraging their acceptance and inclusion within the school community, and promote their social integration, personal development and self-esteem.

Teaching Assistants help prepare, use and maintain a range of teaching resources, including classroom displays, and contribute to keeping learning environments organised and tidy. They ensure that essential classroom materials are available and assist in the supervision of pupils during lunch and break times on a rota, in line with the school's playground supervision policy. The role also includes accompanying children on educational visits under the direction of the teacher.

In addition, our TA's support the assessment, monitoring and recording of pupils' progress, behaviour, health and general wellbeing, sharing relevant information or concerns with the class teacher or SENDCO as appropriate. A strong commitment to maintaining confidentiality regarding sensitive information relating to pupils, families or school matters is essential. They work under the overall direction of the teacher to supervise individuals or small groups of children within the classroom.



They will deliver minor first aid where appropriately trained, assist with the administration of prescribed medication in line with approved procedures, and support pupils with personal hygiene and physical care needs while maintaining high standards of health and safety. This may include personal intimate care. The role also includes completing administrative tasks linked to these responsibilities as directed by the teacher.

Professional development:

The post holder will take responsibility for their own continuing professional development, engaging proactively with current educational research to inform and enhance practice. They will develop their ICT skills, including proficiency in Word, Excel, PowerPoint, and school management systems such as SIMS and ParentPay. The role also involves gaining experience in producing high-quality documents and correspondence under supervision, while building strong organisational and time-management skills within a busy school environment. The post holder will be expected to continue learning and adapting to new systems and processes as part of their ongoing development.

General responsibilities applicable to all staff:

All CELT staff are required to attend staff training and Trust-based INSET, as required. Staff must 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 to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience	Level 2 Award in Emergency First Aid at Work or willingness to undertake training
A good standard of literacy/numeracy	NVQ Level 2 or above
	Relevant qualification in Childcare and/or Education
	Safeguarding Training

Experience

Essential	Desirable
Good standard of practical knowledge, skills and experience of working with children	Previous experience of working with children within a classroom environment or similar
	Previous experience of Early Years

Knowledge & Skills

Essential	Desirable
Knowledge of a particular area of the curriculum or children's needs (ie: Early Years, EBD, ALS, literacy or numeracy)	Knowledge of a range of issues relevant to education and child development
Organisational skills	Basic ICT skills
Good communication skills	Able to work without supervision
Able to prioritise between different demands and able to work to deadlines	
Self-motivated, and able to work in a team	
An interest in children's education	
Patient and friendly approach	
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	



Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org. If you are interested in this role and would like to find out more before applying, please contact S Simpson, Headteacher, at ssimpson@mcs.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

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 of 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

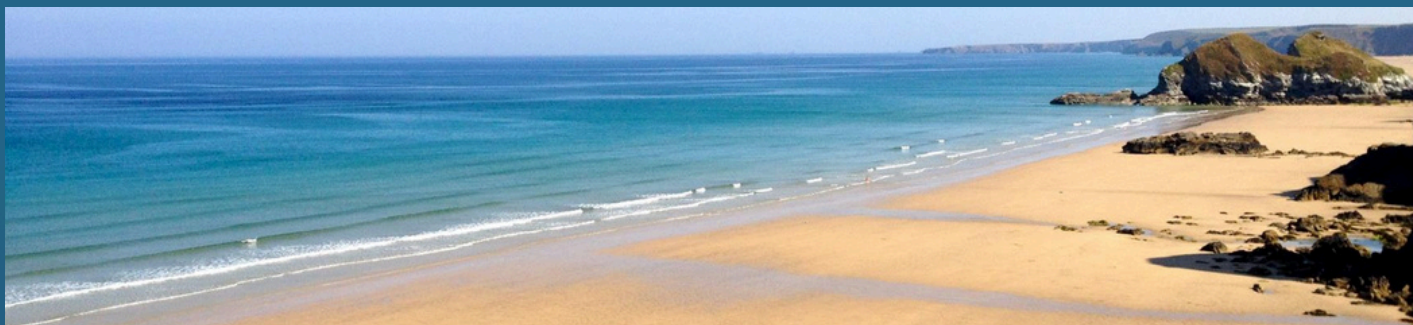
Hayley Bissenden
Director of the
Centre of Excellence





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.