



## Teaching Assistant

### Recruitment Pack

Grade D1

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.

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



# Learning Support

### **Purpose of the role:**

The post holder will take a pro-active role in the support of the educational, social and physical needs of pupils, supporting 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 post holder will consistently uphold and model the core values of Cornwall Education Learning Trust, maintaining professionalism in accordance with the Trust's Code of Conduct. The post holder will adhere to all safeguarding, health and safety, confidentiality, and data protection policies, raising any safeguarding concerns promptly through the correct school procedures. The role demands patience, empathy, and discretion when handling sensitive information, and the post holder will contribute positively to the wider school environment by remaining adaptable and willing to support broader school activities.

### **Strategic purpose:**

The post holder will 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. The post holder will build positive and supportive relationships with pupils, encouraging their acceptance and inclusion within the school community, and promoting their social integration, personal development and self-esteem. The role may also involve supporting pupils with social, emotional and behavioural needs, using agreed strategies and approaches to help them regulate, engage and participate positively in school life.

The post holder will help prepare, use and maintain a range of teaching resources, including classroom displays, and will contribute to keeping learning environments organised and tidy. The post holder will ensure that essential classroom materials are available and will 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.

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

The post holder 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. The role may include supporting pupils with personal intimate care needs, including changing and feeding, carried out with dignity and in line with agreed care plans and school procedures. Candidates should be aware that this may form a regular part of the role for some pupils. The post holder will also complete administrative tasks linked to these responsibilities as directed by the teacher.



## Learning Support

### **Personal Development:**

The post holder will take responsibility for their own continuing professional development, engaging proactively with training opportunities to inform and enhance practice. The post holder will develop familiarity with school systems and processes as required, and will be expected to continue learning and adapting as part of their ongoing development within the role.

### **General responsibilities of all CELT staff:**

All CELT staff are required to attend staff training and Trust-based INSET as required. The post holder 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 post holder 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 post holder.



### Qualifications and Professional Development

Essential	Desirable
Level 2 Numeracy and Literacy	

### Experience

Essential	Desirable
	Previous experience of working with children in a supervisory role
	Previous experience of working in a school setting

### Knowledge and Skills

Essential	Desirable
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.	Knowledge of examination procedures and regulations
Demonstrates an awareness, understanding and commitment to equality and inclusion	
Effective communication and listening skills	

### Personal Qualities

Essential	Desirable
Ability to work on own initiative	Able to work without close supervision
Ability to relate well to academic staff and students	
Discreet, confidential and sensitive	
Friendly and professional approach	



## 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 J Young, Head of School, at [piahead@pia.celtrust.org](mailto:piahead@pia.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.

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 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*

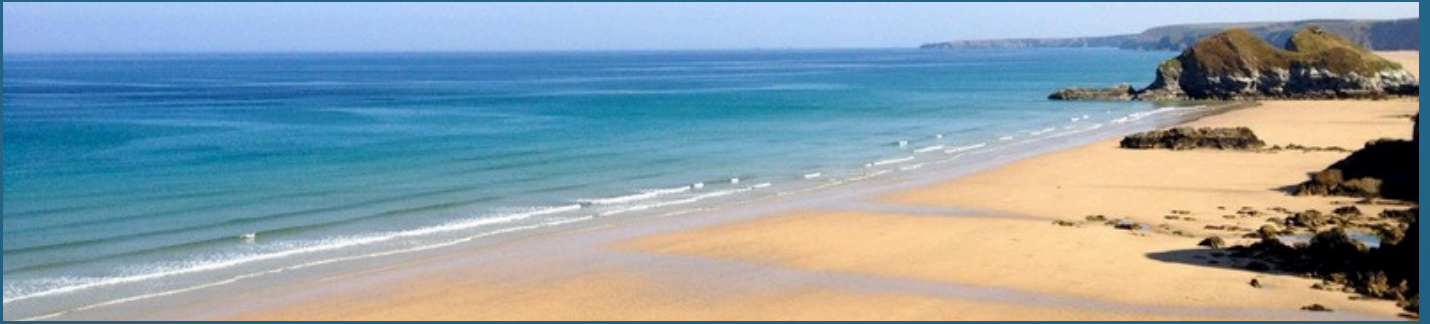
**Hayley Bissenden**  
Director of the  
Centre of Excellence





## 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.