



**NEWQUAY  
TREHERRAS**

## **Specialist ARB Teacher Recruitment Pack**

**M1-UPS3 & SEND Allowence**



**Cornwall  
Education  
Learning Trust**

**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 handwritten signature in blue ink that reads "Dan Morrow". The signature is fluid and cursive, written in a professional style.

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



## Specialist ARB Teacher

### **Purpose**

The Specialist ARB Teacher will provide high-quality teaching and specialist support for learners within the Area Resource Base, ensuring that provision is ambitious, inclusive and carefully matched to individual need. They will plan and deliver well-sequenced learning that enables learners to make strong progress from their starting points, while developing confidence, independence, communication, regulation and positive attitudes to learning. The postholder will ensure that learning is accessible without lowering expectations, using adaptive teaching, structured routines, specialist strategies and thoughtful assessment to remove barriers and support success.

### **Teaching and learning**

The Specialist ARB Teacher will provide high-quality teaching and specialist support for learners within the Area Resource Base, ensuring that provision is ambitious, inclusive and carefully matched to individual need. They will plan and deliver well-sequenced learning that enables learners to make strong progress from their starting points, while developing confidence, independence, communication, regulation and positive attitudes to learning. The postholder will ensure that learning is accessible without lowering expectations, using adaptive teaching, structured routines, specialist strategies and thoughtful assessment to remove barriers and support success.

### **SEND provision and learner support**

A central responsibility of the role is to ensure that learners' needs are well understood and effectively met. The Specialist ARB Teacher will use EHCP outcomes, assessment information, learner profiles, Student Success Plans and professional judgement to design and implement appropriate provision. They will contribute to the writing, review and evaluation of individual plans, ensuring that support is purposeful, regularly reviewed and focused on impact. They will work closely with the SENDCo, inclusion team and wider staff to ensure that the graduated approach is implemented effectively and that learners are supported to access the wider curriculum and life of the school wherever appropriate.

### **Assessment, progress and impact**

The Specialist ARB Teacher will assess learners' academic, social, emotional and communication development accurately, using this information to inform planning, intervention and review. They will maintain clear records of progress, provision and impact, including small-step progress where appropriate. They will contribute to annual reviews, transition planning and professional meetings, providing clear information about each learner's strengths, needs, progress and next steps.

### **Families and multi-agency working**

Strong relationships with families and external professionals will be essential to the role. The Specialist ARB Teacher will build trust with parents and carers through regular, clear and professional communication. They will ensure that learner and family voice informs planning and review, and will work constructively with external agencies such as educational psychologists, speech and language therapists, occupational therapists, health professionals, social care and local authority colleagues.



## Specialist Teacher of Inclusion

### **Safeguarding, behaviour and wellbeing**

The Specialist ARB Teacher will safeguard and promote the welfare of all learners. They will follow all school and Trust safeguarding procedures, record concerns accurately and work closely with pastoral, safeguarding and inclusion colleagues to reduce barriers to attendance, engagement and learning. They will understand behaviour as communication and respond with calm, consistent and relational practice, ensuring that learners are supported to feel safe, regulated, respected and ready to learn.

### **Wider contribution to inclusion**

The postholder will contribute to the wider development of inclusive practice across the school and Trust. They will engage in professional learning, contribute to the evaluation and improvement of ARB provision, and act as an advocate for learners with SEND. In all aspects of the role, they will uphold CELT's values of collaboration, empowerment, leadership and transformation, helping to ensure that every learner is known, included, challenged and supported to thrive.

### **General Responsibilities Applicable to All Staff**

The postholder will demonstrate and promote the values of Cornwall Education Learning Trust at all times and will work with professionalism in line with the Trust's Code of Conduct. They will take responsibility for their own professional development and will attend staff meetings and Trust-based INSET as required. The postholder will maintain full awareness of, and comply with, all Trust and school policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting any 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.

### **Special Conditions of Employment**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

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 a Disclosure and Barring Service (DBS) check.



### Qualifications and Professional Development

Essential	Desirable
Qualified Teacher Status	Further academic qualification
Relevant degree	

### Skills & Experience

Essential	Desirable
Teaching experience	Used a variety of resources to extend learning
A clear understanding of using data to track and monitor individual students	Organised their groups in a variety of learning structures including whole class, groups and individually
Demonstrate a variety of teaching strategies in the classroom	Undertaken professional development activities
Contribute to the teaching of the subject within the whole school curriculum	A track record of successful teaching to students of a wide range of abilities
Create good relationships with students based on respect and fairness	
Communicate appropriately with a varied range of people	
Organise and maintain necessary administrative systems	
Work on their own initiative	
Use ICT confidently and innovatively as part of their teaching repertoire	
Ability to work under pressure and prioritise effectively	

### Specialist Knowledge & Skills

Essential	Desirable
Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject	Knowledge of current education and professional developments and an understanding of their application in a whole school context
Excellent working knowledge of ICT and how it can be used to track and analyse attainment	
Prioritise and manage own time effectively, work under pressure and to deadlines	
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	

### Personal Qualities

Essential	Desirable
To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues	Personal ambition and potential for leadership
Demonstrate a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning	Set high standards and act as a role model for students and staff
A commitment to pastoral tutoring and sensitivity to students needs	
A desire to play a full part in the life of CELT community, to support it's distinctive mission and ethos, and to encourage staff and students to follow in it's example	
A commitment to facilitate extra-curricular provision	

**Values-related Qualities**

Essential	Desirable
<p><b>Collaborate</b> - ability to work effectively as a team.</p>	<p>Knowledge of speech, language and communication development</p>
<p><b>Empower</b> - ability to take initiative and problem solve in order to mprove performance.</p>	<p>Understanding of SEND, particularly communication and interaction needs</p>
<p><b>Leadership</b> - to lead by example and achieve shared goals</p>	
<p><b>Transformation</b> - ability to recognise a need for change and adapt accordingly.</p>	



## 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 our Recruitment Team at [recruitment@celtrust.org](mailto: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

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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*

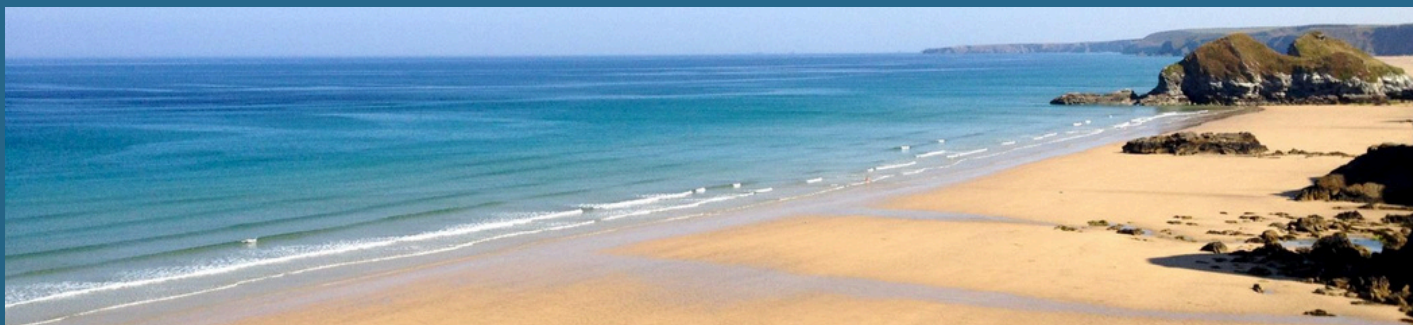
**Hayley Bissenden**  
Director of the  
Centre of Excellence





## 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.