



Higher Level 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



HIGHER LEVEL TEACHING ASSISTANT

Purpose of the Role

To teach classes during the short-term absence of the assigned teacher and to support the professional work of teachers in delivering programmes of work and taking responsibility for agreed learning activities under an agreed system.

Supporting for teachers

The postholder will teach work that has been set by the usual class teacher and manage the behaviour of learners while they complete this work, ensuring a constructive and purposeful learning environment. They will respond to learners' questions about processes and procedures, collect completed work at the end of the lesson and pass it to the appropriate teacher.

They will deal with any immediate problems or emergencies in line with the school's policies and procedures. They will also report on learner behaviour during the class, and any issues that arise, using the school's agreed referral procedures.

The postholder will assist the teacher in planning work programmes for individuals and groups of learners. They will work within a framework set by the teacher, ensuring that their involvement in lessons and feedback to learners and colleagues is appropriately planned.

They will support and advance learners' learning across a range of classroom settings, including working with individuals, small groups and whole classes, within the agreed system of supervision. They will deliver parts of lessons and carry out pre-determined educational activities and work programmes, as agreed with the teacher, while promoting learners' independent learning.

The postholder will meet regularly with teachers, co-ordinators and SENCOs to review the provision of teaching support, discuss curriculum or teaching activity updates, and consider the progress of individual learners, including the identification of any additional support needs.

They will assist teachers in supporting smooth transitions between educational phases for learners. They will administer and invigilate examinations and tests as required by the teacher, and undertake some marking of tests in accordance with school policies and in consultation with the teacher.

They will support the teacher in assessing learners' progress by providing feedback from observations.

Support for the Curriculum

The postholder will deliver local and national learning strategies, including literacy and numeracy, and support individuals and groups of learners to develop the knowledge, skills and attitudes defined by the curriculum. They will take into account the learning support required to help learners learn as effectively as possible.



They will remain aware of, and up to date with, the school curriculum, age-related expectations for learners, recognised teaching methods and assessment frameworks for the subjects and age ranges they support.

The postholder will be responsible for organising and managing teaching equipment, materials and other resources required to support the delivery of curriculum activities. They will select and prepare teaching resources to support learning activities, while recognising the diverse needs and interests of learners.

Support for the Learners

The postholder will be responsible for ensuring that classrooms are left clean and tidy after lessons, and that all teaching materials and resources are accounted for and stored securely when not in use. They will encourage learners to interact and work co-operatively with others, and will support all learners to engage in learning activities.

They will provide feedback to the teacher or Headteacher, as appropriate, on any information or concerns relating to the well-being and educational needs of learners.

The postholder will build and maintain supportive relationships with learners, treating all individuals consistently and with respect and consideration. They will encourage the acceptance and inclusion of all learners.

They will promote learners' independence and use strategies that recognise and reward self-reliance. They will encourage the social integration and individual development of learners, including developing approaches that promote and reinforce learners' self-esteem.

The postholder will demonstrate and promote positive values, attitudes and high standards of behaviour. They will anticipate and manage behaviour constructively, promoting learners' self-control and independence.

They will supervise and manage learners' behaviour in accordance with recognised behavioural standards and the school's Behaviour Policy, ensuring an orderly and constructive environment for the class.

Support for the School

The postholder will undertake lunchtime supervision of learners across the school.

They will carry out administrative tasks associated with the duties outlined above.

They will contribute positively to the overall ethos and aims of the school.



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.



Education and Training

Essential	Desirable
Level 2 qualifications in maths/numeracy and English/literacy or able to demonstrate competency equivalent to level 2.	HLTA status
Ability and willingness to undertake professional development.	Specific training in SEND
	ELSA and/or TIS

Experience

Essential	Desirable
Experience of working with pupils in a formal learning environment without immediate supervision.	Experience of delivering reading intervention such as Fresh Start and precision teach.
Good communication skills, both written and verbal.	Ability to plan and deliver individual and small group interventions.
Good IT skills.	Experience of supporting with personal care and gastrostomy feeding.
A willingness to take action and to make decisions independently.	
A desire to understand how things work and to seek out opportunities to learn and grow.	
Ability to adapt easily to different situations.	
Organisational skills.	
Self-motivated.	
Enjoys working with children/young people.	
Ability to work on own initiative and as part of a team.	



Specialist Knowledge and Skills

Essential	Desirable
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.	

Values-related Qualities

Essential	Desirable
Collaborate – ability to 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 a 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 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.



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 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.