



**Cover Teacher  
Recruitment Pack**

UNQ1-UNQ6



Exceptional Educational Experience

BODMIN  
COLLEGE



Dan Morrow  
Trust Leader

# 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 a light blue, cursive script that reads "Dan Morrow".

Dan Morrow  
Trust Leader



Rich Baker  
Deputy Trust Lead

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



## 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.

The successful candidate will have the skills and experience to work effectively 1:1 or with small groups of students; able to plan a sequence of interventions and to assess the impact. They will also be willing, following appropriate training, to provide personal care to students who have physical disabilities.

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  
Michelle Lobb, Director of SEND – [mlobb@bodmin.celtrust.org](mailto:mlobb@bodmin.celtrust.org)



## COVER TEACHER

### Purpose of the Role

The postholder will implement and deliver a broad, balanced, personalised, and appropriately differentiated curriculum for students. They will provide cover teaching as required to support staff absence and ensure continuity of learning.

The postholder will facilitate and encourage learning experiences that enable students to achieve their individual potential and will contribute to raising standards of attainment. They will support the school's responsibility to provide and monitor opportunities for both academic and personal development.

They will monitor and assess student progress in their role as a teacher and will contribute to the overall development of students in their role as a Form Tutor.

### Culture

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 maintain full awareness of, and comply with, safeguarding, health and safety, confidentiality, and data protection policies, raising any concerns in line with school procedures. The postholder will show patience, empathy, and discretion when handling sensitive information and will contribute positively to the school environment by remaining adaptable and willing to support the wider life of the school.

### Principle Responsibilities

#### Teaching:

The postholder will undertake an appropriate programme of teaching in line with the duties of a standard scale teacher and will plan work in accordance with departmental schemes of learning. They will ensure that all lessons are engaging, inclusive, and accessible to all students, and will work collaboratively with colleagues to plan units of work for shared delivery. The postholder will ensure that numeracy and other cross-curricular priorities are embedded within the learning experience.

They will take account of students' prior attainment to set appropriate targets for improvement and will mark, grade, and provide written, verbal, and diagnostic feedback as required. The postholder will select and adapt teaching strategies to meet a range of learning needs and will set work for students absent due to long-term health or disciplinary reasons. They will maintain high standards of behaviour in line with school expectations, establishing a purposeful learning environment and setting ambitious expectations for student engagement, motivation, and presentation.

### Professional Development

The postholder will be expected to take responsibility for their own CPD by engaging in the wide range of resources and opportunities offered by the CELT Centre of Excellence.



The postholder will work effectively with Teaching Assistants to support learning and will contribute to oral and written assessments, reports, and references for individual students and groups. They will carry out assessments in line with examination body requirements and school procedures. They will take responsibility for maintaining a stimulating and well-organised learning environment, including the management of teaching spaces and equipment.

The postholder will ensure effective communication with parents as appropriate and will liaise with partner schools, higher education institutions, industry, examination boards, awarding bodies, and other relevant external organisations.

### **Pastoral:**

The postholder will monitor and support the overall progress and development of students within the subject area. They will contribute to the monitoring of attendance, progress, and performance against individual targets, ensuring that appropriate follow-up procedures are implemented and timely action is taken where necessary. The postholder will act as a Form Tutor, carrying out the responsibilities associated with the role as outlined in the generic job description. They will contribute to the promotion of moral and ethical development in line with school policy and will support the consistent implementation of the Behaviour Management System within the subject area to ensure effective learning.

### **Personal Development**

The postholder will be expected to take responsibility for their own CPD by engaging in the wide range of resources and opportunities offered by the CELT Centre of Excellence.

### **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 outlines the general nature and level of responsibilities associated with the role and is not intended to be an exhaustive list of all duties. The postholder may be required to undertake additional responsibilities as directed by their line manager, provided these are commensurate with the level of the role. This job description may be amended at any time in consultation with the postholder.



## Education and Training

Essential	Desirable
Qualified Teacher Status	Further academic qualification
Degree	Ability to teach at A'Level

## Experience

Essential	Desirable
Experience of teaching at Key Stage 3 & 4	Experience of classroom curriculum materials which you have developed
	Experience in teaching a variety of subjects
	Experience as an exam marker for GCSE and/or A Level

## Knowledge and Skills

Essential	Desirable
Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people	Knowledge of current education and professional developments and an understanding of their application in a whole school context
Demonstrate an awareness, understanding and commitment to equality and inclusion.	
Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject	
Excellent working knowledge of ICT and how it can be used to track and analyse attainment	
High level of oral and written communication skills	



## Knowledge and Skills

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	Knowledge of current education and professional developments and an understanding of their application in a whole school context
Demonstrates a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning	
A commitment to pastoral tutoring and sensitivity to students' needs	
A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example	
A commitment to facilitate extracurricular provision	

## Values-related Qualities

Essential	Desirable
<b>Collaborate</b> - ability to work effectively as a team	
<b>Empower</b> - ability to take initiative and problem solve in order to improve performance	
<b>Leadership</b> - To lead by example and achieve shared goals	
<b>Transformation</b> - 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](http://www.celtrust.org).

If you would like to arrange a visit or discuss the role further, please contact J Jenkin, Deputy Headteacher, at [jjenkin@bodmin.celtrust.org](mailto:jjenkin@bodmin.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**

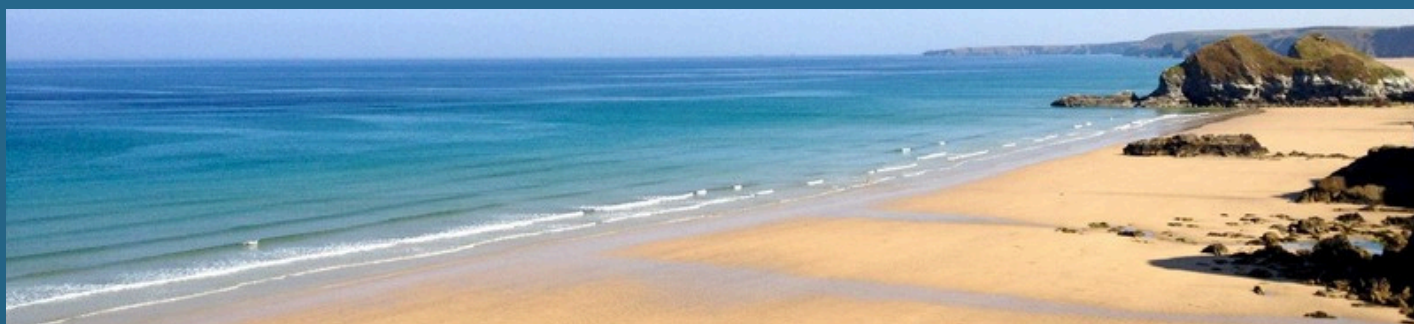
Director of the  
Centre of Excellence





## 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.