



**Deputy Head of English
Recruitment Pack**

M1 - UPS3 (plus TLR2B)



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, with the first letters of "Dan" and "Morrow" being larger and more prominent.

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

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



DEPUTY HEAD OF DEPARTMENT - ENGLISH

Purpose of the Role

The Deputy Head of English will be an excellent teacher who leads by example. In addition to being an exceptional teacher, they will provide strategic leadership and management for an aspect of English. The Deputy Curriculum Leader will model and develop high quality first teaching which leads to improved standards of learning and achievement for all.

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.

Strategic Purpose

The postholder will drive ambition for all students including those from disadvantaged backgrounds and those with SEND. They will produce content that is broad and balanced so that it fulfils the requirements of the National Curriculum, ensuring that it is coherently planned and sequenced to enable cumulatively sufficient knowledge and skills for future learning and employment to be acquired across the key stages that is relevant locally, nationally and globally. The postholder will ensure that lessons are planned with links clearly to aspects of Spiritual, Moral, Social and Cultural education; personal developments; and fundamental British values. They will research latest curriculum thinking in English and use this knowledge to design, evaluate and develop curriculum. They will oversee the planning of curriculum content, ensuring it is well sequenced to promote student progress, and is effectively and consistently implemented across the school.

The postholder will make sure that there is an effective system for assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning. They will have an overarching responsibility for students' achievement and standards in a key stage, and will contribute to the strategic development of whole school literacy as determined by the Director of English.

Leading Teaching

The postholder will model the most effective teaching by consistently delivering excellent lessons. They will provide guidance on the most effective pedagogical choices for teaching all subject content. The postholder will evaluate the quality of teaching and share the most effective practice across the subject. They will provide constructive and developmental feedback on teaching for all teachers within the subject area, and outside of the subject area if asked to coach another colleague. The postholder will have a secure knowledge of coaching strategies and how to support teachers to continuously improve.



Leading & Managing Staff:

The postholder will communicate effectively and regularly to keep staff informed of key priorities and any developments. They will contribute to highly effective subject improvement meetings and data driven discussions so that they are strategic and lead to improvements to the curriculum and teaching.

The postholder will provide support and direction to staff regarding teaching and learning, resources, and planning in the subject area. They will work alongside the Curriculum Leader for English, quality assure teaching and learning by visiting lessons, scrutinising books, and talking to students to assess how well the subject area is being implemented and delivered across the school. They will provide feedback to staff based on the observations to identify training needs and provide continuing professional development (CPD) in the subject area.

The postholder will have knowledge of exam board specifications and any changes to them to ensure that teachers understand and are familiar with the specifications that are being delivered. They will support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.

Efficient & Effective Deployment of Resources

The postholder will create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students. They will model the highest expectations for this in their own teaching environments.

General responsibilities applicable to all staff

- To attend staff meetings and Trust-based INSET as required.
- To 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.



Education and Training

Essential	Desirable
Qualified Teacher Status	Accredited leadership course, e.g. NPQSL
A good quality of degree in English or a closely-related subject	Masters Degree
An excellent track record of recent, relevant professional development	

Specialist Knowledge & Skills

Essential	Desirable
Evidence of being an outstanding practitioner	
Expert knowledge of the National Curriculum, particularly the subject you are responsible for	
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this to others and support others to improve	
Awareness of local and national organisations that can provide support with delivering the subject	
Ability to build effective working relationships with staff and other stakeholders	
Ability to adapt teaching to meet student needs	
An ability to analyse data and information, identify patterns and trends, and to formulate strategies for improving learning	
Prioritise and manage time effectively, work under pressure and to deadlines	
Knowledge of guidance and requirements around safeguarding children	
Good IT Skills	
Effective communication, presentation and interpersonal skills	
Ability to communicate a vision to inspire others	



Personal Qualities

Essential	Desirable
Ability to inspire confidence in staff, students parents and others	Personal ambition and potential for future promotion
Reliability, integrity and stamina	
Vision, imagination and creativity	
Effective communication and interpersonal skills	
Demonstrate good judgement	

Leadership & Management

Essential	Desirable
Work effectively as both a leader and a member of the subject team	Ability to motivate all those involved in the team
Ability to lead initiative and manage change	Ability to think creatively and imaginatively to anticipate, identify and solve problems
Prioritise, plan and organise	
Set high standards and act as a role model for students and staff	
Deal sensitively with people and resolve conflict	
Liaise effectively with other organisations and agencies	

Knowledge of Safeguarding

Essential	Desirable
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	



Values-related Qualities

Essential	Desirable
Collaborate - ability to work effectively as a team.	Knowledge of speech, language and communication development
Empower - ability to take initiative and problem solve in order to improve performance.	Understanding of SEND, particularly communication and interaction needs
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 H Bray, Head of Sixth Form at hbray@nt.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 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

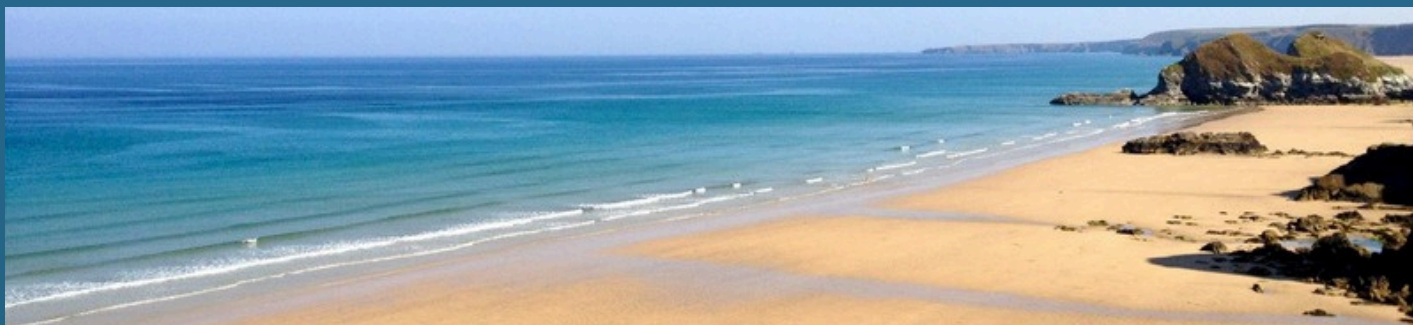
Hayley Bissenden
Director of the
Centre of Excellence





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.