



Find Your Future

College Liaison Lead

Permanent position

Grade H

Actual salary range £25,075 - £29,240

Exceptional Educational Experience



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



Positive Pathways Programme

Leading an innovative partnership between CELT and Cornwall College to broaden opportunity, raise aspiration and support successful futures for learners.

Purpose of the Role

The College Liaison Lead will coordinate the Positive Pathways programme, an innovative partnership between Cornwall Education Learning Trust (CELT) and Cornwall College that provides Year 11 learners with access to high-quality vocational learning opportunities and meaningful progression pathways.

Working across all five CELT secondary schools and based at Penrice Academy, the postholder will act as the programme's lead coordinator and primary point of contact, ensuring effective communication between schools, learners, families and college partners.

Through strong relationship-building, organisation and learner support, the postholder will help learners engage positively with college-based learning, develop confidence, independence and employability skills, and prepare successfully for their next stage of education, training or employment.

The postholder will coordinate learner participation, attendance, transport, programme administration and partnership working, ensuring the programme runs effectively and that barriers to access are identified and addressed.

The role will include responsibility for transporting learners to and from Cornwall College campuses and other approved educational venues where required, ensuring arrangements are safe, professional and compliant with Trust policies and procedures. This is an opportunity to contribute to a transformational partnership that broadens opportunity, strengthens aspiration and helps ensure no learner is left behind in progressing towards a successful and sustained post-16 destination.

Culture

The postholder will uphold CELT's values of Collaboration, Empowerment, Leadership and Transformation, demonstrating professionalism, integrity and a commitment to ensuring every learner receives an exceptional educational experience.

They will promote aspiration, inclusion and opportunity, helping learners build confidence, independence and positive futures.

Working collaboratively across CELT and with external partners, the postholder will build strong relationships, support effective programme delivery and contribute to continuous improvement.



Programme Coordination

- Act as the primary point of contact for the Positive Pathways programme across the five CELT secondary schools.
- Coordinate student participation, attendance and engagement across all programme activities.
- Develop and maintain effective communication between schools, families, Cornwall College and other partner organisations.
- Coordinate visits, events, induction activities and progression opportunities.
- Maintain accurate records relating to attendance, participation and programme outcomes.
- Support the monitoring and evaluation of the programme's impact.

Student Support

- Build positive and professional relationships with learners participating in the programme.
- Support learners to engage successfully with their learning and vocational opportunities.
- Liaise with schools and families to address barriers to attendance, engagement and participation.
- Promote high expectations, positive attitudes and successful progression into further education, apprenticeships or employment.
- Support learners' welfare and wellbeing whilst maintaining appropriate professional boundaries.

Communication and Partnership Working

- Serve as the key liaison between CELT schools, Cornwall College, learners and families.
- Attend review meetings and contribute information regarding student engagement and progress.
- Ensure stakeholders are informed of key programme developments, activities and opportunities.
- Develop strong working relationships with college staff and external agencies to support student success.

Transport Responsibilities

- Safely transport learners between schools, college campuses and other approved venues where required.
- Complete daily vehicle checks and maintain vehicle records.
- Ensure vehicles are clean, safe and roadworthy.
- Maintain accurate passenger records.
- Comply with all road safety, Trust transport and safeguarding requirements.
- Support learners during transport and maintain a calm, safe environment throughout journeys.



Qualifications and Professional Development

Essential	Desirable
Good standard of education, including GCSE grade C/4 or above (or equivalent) in English and Mathematics.	Qualification in education, youth work, mentoring, careers education, coaching, safeguarding or student support.
Full UK driving licence.	Current D1 entitlement on driving licence.
Willingness to undertake MiDAS training and maintain competency where required.	Current MiDAS certification.
Willingness to undertake safeguarding, first aid and relevant Trust training.	Current First Aid qualification.
Commitment to continuing professional development.	Qualification relating to project coordination, information advice and guidance or partnership working.

Knowledge and Skills

Essential	Desirable
Ability to build positive, professional relationships with young people, particularly those who may lack confidence or be uncertain about their future education pathways.	Experience of working with secondary-aged learners.
Ability to communicate clearly, professionally and sensitively with learners, parents, carers, school staff, college staff and external agencies.	Experience of working in a school, college or educational environment.
Ability to maintain accurate records, monitor attendance, track engagement.	Experience using school information systems or management information systems.
Ability to identify emerging issues affecting attendance, engagement or participation and implement appropriate support or referral.	Experience supporting young people at risk of becoming NEET.
Ability to organise transport arrangements, visits and educational activities across multiple locations.	Experience coordinating educational visits, transport or logistics.

Essential	Desirable
Ability to work independently, prioritise competing demands and manage a varied workload effectively.	Understanding of post-16 pathways, vocational learning and further education qualifications.
Ability to drive safely and competently in accordance with Trust procedures and road safety requirements.	Experience driving minibuses or transporting groups of young people.
Ability to complete and maintain vehicle records, passenger records and transport documentation accurately.	Knowledge of Cornwall College campuses and the wider Cornwall education landscape.
Competent use of Microsoft Office applications, email systems and digital communication platforms.	Experience of analysing attendance, engagement or destination data.

Personal Qualities

Essential	Desirable
A positive, approachable and encouraging manner that helps build trust and confidence with young people.	Experience of acting as a key contact for families or external partners.
Strong organisational skills and attention to detail.	Experience working across multiple locations.
Ability to remain calm and professional when responding to unexpected situations or challenges.	
Reliability, punctuality and a strong sense of accountability.	
Resilience and persistence when supporting learners to overcome barriers to participation.	

Essential	Desirable
Ability to balance support and challenge while maintaining appropriate professional boundaries.	
Flexibility to work across different school and college sites where required.	
Ability to work effectively both independently and as part of a wider team.	
Honesty, discretion and respect for confidential information	

Knowledge of Safeguarding

Essential	Desirable
Awareness of safeguarding responsibilities and a commitment to protecting children and young people.	Experience of working within safeguarding systems in schools or colleges.
Understanding the importance of recognising, recording and reporting concerns promptly through appropriate procedures.	Additional safeguarding training.
Understanding that attendance, participation and wellbeing can be indicators of vulnerability or risk.	Experience supporting vulnerable learners.
Commitment to equality, diversity and inclusion and ensuring all learners have access to opportunities regardless of background or circumstance.	Understanding of barriers to participation faced by learners at risk of becoming NEET.
Commitment to maintaining professional boundaries and acting in accordance with Trust policies and procedures.	

Values-Related Qualities

Essential	Desirable
Demonstrates CELT's 100% mindset and commitment to exceptional educational experiences for all learners.	Experience contributing to programme development or continuous improvement initiatives.
Builds positive relationships and works collaboratively with colleagues, families and external partners.	
Promotes aspiration, participation and positive destinations for young people.	
Uses initiative to solve routine problems whilst recognising when support or escalation is required.	
Acts as a positive ambassador for CELT, Cornwall College and the Positive Pathways programme.	
Responds positively to change and contributes to the continued development of the programme.	



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
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 learners. 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

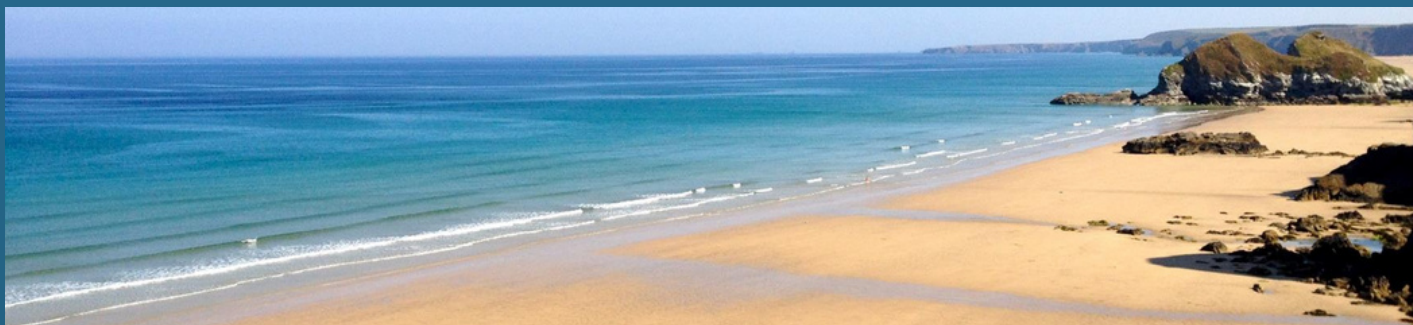
Hayley Bissenden
Director of the
Centre of Excellence





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.