



**LEARNING TOGETHER**  
CORNWALL EDUCATION LEARNING TRUST

# JOB APPLICATION PACK

## Trust Primary Headteacher

**Salary:** L16 - 24 £64,225 - £83,081 gross per annum

**Contract:** Permanent (to be based at Mount Charles School for the first two years)

To start September 2024

**Closing date:** 21 March 2024

**Interview dates:** 27 & 28 March 2024

COLLABORATE  
EMPOWER  
LEAD  
TRANSFORM  
*#WeAreCELT*



# Welcome from our Trust Lead

CELТ academies have a shared belief that through learning together, we can ensure that every child achieves more.

There is no limit to what every child can achieve, and every child deserves the chance to fulfil their potential. We are committed to ensuring that each child, in each of our academies, in each of the communities we serve is healthy, safe, engaged, supported, and challenged.

## Our approach is simple.

Pupil learning is at the centre of everything we do, and we are focused above all on making teaching in our academies as good as it can be.

## How do we do this?

The key word in our mission statement is "together". Our approach is less about hierarchy and more about partnership: we support our family of academies, building on collective strengths, resources and the very best innovative practice so that, together, we achieve rapid educational transformation.

We want to wake children up to the creativity that's inside them; creating a thirst for knowledge and learning.

It has long been recognised that there is a pressing need to change educational paradigms. The world is changing. With the advance of the digital age, cultures are crossing over, boundaries are blurring, and ideas are interconnecting more than ever before.

As CELТ Trust Lead, I am committed to working with colleagues across our trust to create a vision, a strategic direction and a pedagogical model for education in the 21st century which will enable every child in our family of academies to flourish – regardless of their background or starting point.

*Lisa Mannall*



Lisa Mannall  
TRUST LEAD



Clare Ridehalgh  
DEPUTY TRUST LEAD



Rich Baker  
DEPUTY TRUST LEAD - SCHOOL  
IMPROVEMENT



# Our Journey



**September 2019**  
Poltair School



**November 2019**  
NET Joined



**September 2020**  
Pondhu Primary  
School



**September 2021**  
First free school  
opens: Newquay  
Primary  
Academy



**May 2023**  
Port Isaac CP  
School



**June 2023**  
Bodmin College



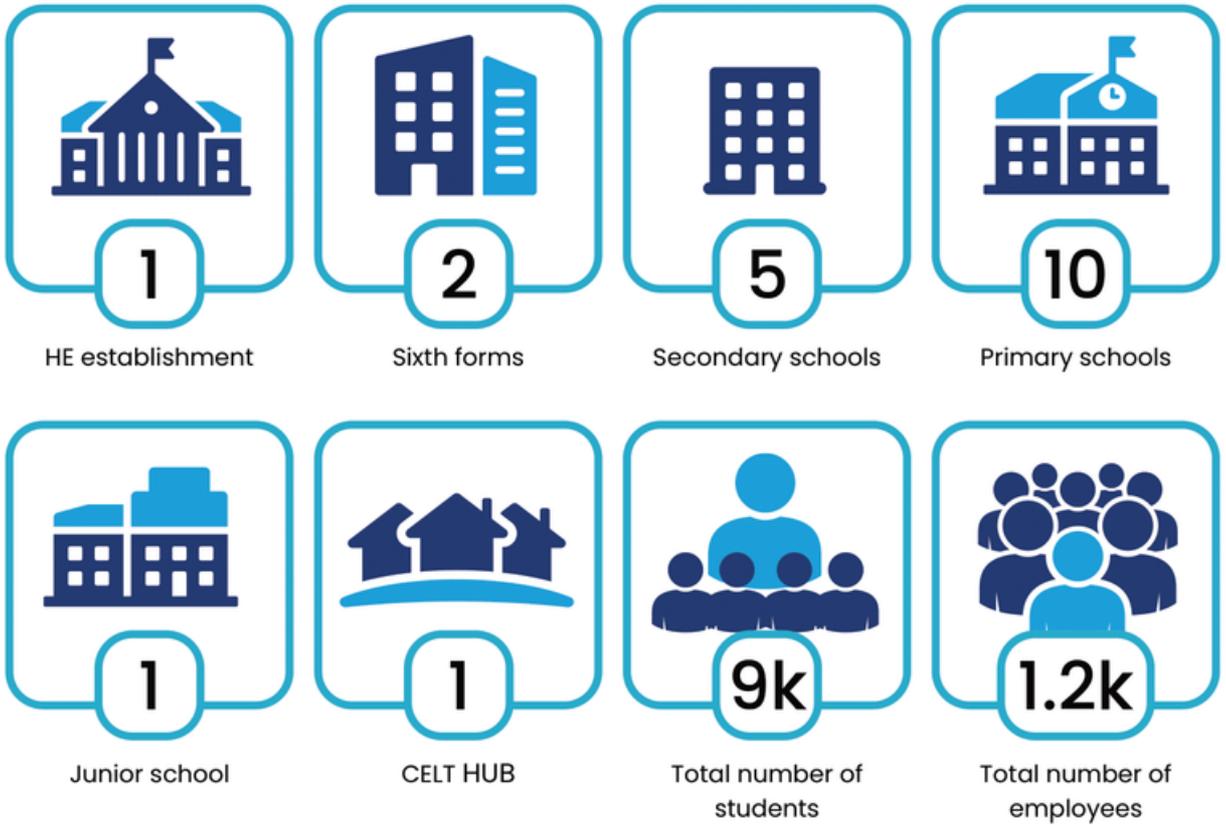
**September 2023**  
CELT HUB

“ We don’t just talk about our values, we lead by example and create a culture where every team member is inspired to live those values day-to-day.”

Clare Ridehalgh - Deputy Trust Lead



# CELT in Numbers



**7%** KS2 pupils across the Trust achieved **7% above the national average** in their reading, writing and maths SATS.

CELT has an overall P8 score of 0.26

Penrice Academy is the **top performing** secondary school in Cornwall, for the second year running with the **highest Progress 8 Score in Cornwall (+0.55)**

**Poltair School has the 5th highest results in Cornwall**

CELT has **3 of the top 8** secondary schools in Cornwall

Science results at Penrice Academy put them in the **top 6%** of the country

**10%** Newquay Tretherras is in the top 10% of schools nationally for progress made in Key Stage 5

# Three - Year Strategic Plan

Cornwall Education Learning Trust has experienced significant growth since its creation in 2019. It is now time to set out what the near-future of CELT looks like; our aims for students and staff, and our place in the communities that support us.

## Key Priorities

01

The health of the organisation – as an educational charity, CELT has an obligation to be a high performing organisation that delivers its core objective to the best possible standard. CELT will continue to focus on the academic achievements of all pupils, irrespective of their starting points. While all students will progress at a different pace and to a different level, our focus will remain on supporting every student to achieve their full potential across all subjects.

02

Advance education for public benefit as a core charitable objective – to make sure that students are leaving education with the skills that will set them up for success, address employer demands and ensure they understand the valuable roles they can play within society. Safeguarding every adult and child remains CELT's highest priority.

03

The health of the communities that CELT serves – due to the challenges facing public services in many communities, CELT recognises the role it must play in adding capacity and resource. This involves working in partnership with organisations and companies to share and enhance the promotion of social mobility and use the curriculum and partnerships to enhance local economic opportunities and improve social conditions in a sustainable way.

04

The effectiveness of governance – and being compliant, robust and transparent. CELT is recognised as a reliable and trustworthy educational charity, working with key stakeholders within the Trust to ensure that we deliver the very best teaching and learning, support, and resource for all those within our school communities.

05

Being a good employer of people – providing quality CPD for all and dynamic Talent Management within the Trust. CELT enables everyone to achieve and sustain excellence in all areas of organisational activity. CelT is an exciting place to work, with a positive reputation, resulting in successful recruitment and retention for all posts where everyone understands and values their role.

# Job description

## **Purpose**

To develop the school in accordance with the Trust's values and school development plans and to be accountable for improving outcomes for all groups of pupils.

Reporting to: Trust Executive Leadership Team and Local Governing Body

Key Contacts: Senior Leadership Team, teaching staff, support staff, pupils, parents and community Location:

Based at Mount Charles School for the first two years but will be required to travel to undertake work at or for academies within Cornwall Education Learning Trust.

## **Strategic Purpose**

- Overall accountability of the day-to-day leadership of the school.
- Accountable to the Trust Executive Leadership Team and the Local Governing Body for the overall direction and purpose of the school.
- To lead the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision.
- To lead the whole staff team to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Overall accountability for the progress and attainment of all children.
- Review the progress made by children at regular intervals and report that progress to the Trust Executive Leadership Team and parents. Take action to ensure that progress is at least at national expectation and usually better.
- Overall accountability for the quality of teaching and learning, and the reporting to the Trust Lead. Ensuring all teaching and learning principles and assessment policies are in place and up to date.
- Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environments.
- Review the curriculum goals for the school and ensure the curriculum is well matched to the needs of the pupils and the demands of national assessment. Ensure that 'British values' are well taught and that there is a coherent SMSC strand through teaching plans.
- Ensure teacher planning is well matched to the needs of pupils and is effective in enduring rapid progress and depth of learning.
- Promote and maintain a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
- Monitor and report on vulnerable groups of pupils and ensure they are given sufficient support and additional help in order to progress.
- Responsible for building the reputation of the school within the community.
- Monitor and report on pupil attendance and take action where necessary to ensure good attendance



## **Managing People**

- Deliver effective line management of classroom-based staff to ensure the provision of high-quality interventions and support for children's progress, achievement, wellbeing and good behaviour.
- Recruit and induct new quality members of staff to the school as required following safer recruitment practices.
- Implement the Trust's performance management policy and linked programme of CPD that enables all employees to make their best contribution to the overall success of the school, ensuring their needs are identified and met through quality training opportunities within available resources.
- Lead on employee HR matters such as grievance and disciplinary procedures.
- Accountable for safeguarding.
- Organise regular meetings between staff and parents to discuss attainment and progress.
- Manage complaints by parents and other stakeholders.

## **Managing Resources**

- Work with the Chief Operating Officer to ensure the delegated budget is managed appropriately to maximise value for money.
- Ensure the premises are safe, and that there is due attention to health and safety by employees.

## **Teaching and Learning**

- Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice using coaching, mentoring and supported self-evaluation for teaching and learning staff.
- Assist in the development and implementation of systems for the collection of accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting stretching targets for the whole community.
- Monitor the effectiveness of teaching and learning through teachers' planning, work sampling, lesson observations, supporting auditing and reporting outcomes and planning future actions.

### **Strengthening Community**

- Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.
- Contribute to the development of the school within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation.
- Ensure effective policies and practices are in place which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all staff and children.

### **General Responsibilities Applicable to all Staff**

To demonstrate and promote the values of Cornwall Education Learning Trust at all times.

To work effectively with other members of staff to meet the needs of all pupils.

To work with professionalism in line with the Trust's Code of Conduct.

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

To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.

To be aware of and adhere to all applicable Trust policies and procedures.

To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

#### **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 the 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 wellbeing 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.

# Person specification

| Selection Criteria     | Essential   | Desirable  | How Assessed                                  |
|------------------------|---|--|---|
| Education and Training | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant degree</li> </ul>   | Post graduate study in education or leadership, e.g. NPQH                        | Application Form<br>Interview<br>Certificates |
| Skills and Experience  | <ul style="list-style-type: none"> <li>• Evidence of raising standards</li> <li>• Relevant school teaching experience</li> <li>• Experience in leading curriculum projects and initiatives across a school</li> <li>• Ability to communicate a vision and inspire others to improve practice</li> <li>• Demonstrable experience of successful line management and staff development and the ability to support others to improve</li> <li>• Ability to build effective working relationships</li> <li>• Ability to analyse data and to use data to set targets and identify weaknesses</li> <li>• Experience in school self-evaluation and development planning</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul> | Successful leadership and management experience in a senior role within a school | Application Form<br>Interview<br>References   |



| Selection Criteria       | Essential  | Desirable   | How Assessed                          |
|--------------------------|--|---|---------------------------------------|
| Specialist Knowledge     | <ul style="list-style-type: none"> <li>• Knowledge of current assessment models and curriculums</li> <li>• Knowledge of current educational thinking and research</li> <li>• Knowledge of use of data to better understand outcomes</li> <li>• Knowledge of methods of raising attainment</li> <li>• Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</li> <li>• Demonstrates an awareness, understanding and commitment to equality and inclusion</li> </ul> | <ul style="list-style-type: none"> <li>• Ofsted training and experience</li> <li>• Knowledge and understanding of school finances and financial management</li> </ul> | Application Form Interview References |
| Values Related Qualities | <ul style="list-style-type: none"> <li>• Collaborate – ability to work effectively as a team</li> <li>• Empower – ability to take initiative and problem solve in order to improve performance</li> <li>• Leadership – To lead by example and achieve shared goals</li> <li>• Transformation – ability to recognise a need for change and adapt accordingly</li> </ul>   |   | Application form Interview            |

# People Strategy

A Trust's success ultimately relies on its people and so by developing a people-centred strategic approach, Cornwall Education Learning Trust is setting out clear expectations for the current and future workforce. This collaborative and values-based approach has ignited a progressive and engaging culture within the Trust, something that staff highlighted as the most positive aspect of being part of CELT in a recent wellbeing survey. We understand the importance of everyone feeling valued and where everyone feels they can make a real difference.



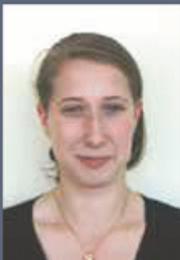
**Leanne Randall**  
People Services Lead



**Hayley Bissenden, ECT Lead**

"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 students thrive."

**Hayley Bissenden**  
ECT Lead



**Heidi Hill, Exams Officer**

Whilst working at Bodmin College I completed a Level 3 Diploma in Business and Administration. I am now the Academic Exams Officer with responsibility for the school census and timetabling. Bodmin College is a fantastic school, and I've felt supported to progress both personally and professionally.



**Rebecca Blizzard, Assistant Headteacher**

From gaining valuable leadership experience as Head of Science, I felt ready to become Assistant Headteacher this year. Through my involvement in SW100 I've met some fantastic leaders and I'm excited to see the impact of this work across CELT.



## Working at CELT



**Callum Patmore, Maths ECT**

I decided that I wanted to become a Maths Teacher when I was 14 years old. I was a student within a CELT academy and two teachers in particular really inspired me to want to make a difference. Through working as a Teaching Assistant I was able to gain useful classroom experience and am really pleased to have secured a Maths position in a CELT secondary school. It's a huge privilege to be able to help students become more confident in Maths. CELT's ECT programme is incredibly supportive and I really appreciate the collaborative community I'm now part of.



**Claire White, Head of School**

I feel humbled and privileged to have been part of SW100's Cohort 2, which gave me the opportunity to spend a year working with like-minded school leaders from across the South West. We visited some incredible schools and learnt from inspirational educators in the UK and the USA. 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. SW100 has reinforced my belief that teaching truly is the best job in the world.



**Andy Gasiorowski, IT Manager**

I joined Brannel School in 2011 as an apprentice in the Network Support Team where I gained valuable experience in all aspects of IT support. After completing my apprenticeship, I progressed to become Technician and Helpdesk Manager at Newquay Tretherras. I now manage the Information Services Team at Poltair School and help to support the next generation of apprentices. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



## Supporting Our Staff

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 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 or future roles.

Cornwall Education Learning Trust recognises that people are vital to our vision, to ensure that every child achieves more at a CELT academy and is therefore committed to creating a supportive culture that is inclusive, positive and fair, where opportunities are open to all.

We consider the current and future needs of our students, the curriculum, and community in order to effectively plan how to recruit, develop, and retain good people who can meet those needs. In addition, the Trust understands that people often look for new opportunities to either enhance their existing skillset or to broaden their career experience, or sometimes they may just want a change of environment after a period of long service.

CELT can offer a diverse range of settings and experiences, supported by quality CPD that allows us to train and retain great staff. It enables people to have the opportunity to work across a variety of educational settings and communities and most importantly, continue to support the young people attending CELT academies.

## Staff Benefits

All CELT staff have access to a range of fantastic benefits, including:

- Internal training opportunities.
- External training opportunities.
- Cycle to Work scheme.
- Electric car scheme.
- Discounts for Teachers - Education discount scheme.
- Gym discounts.
- Employee Assistance programme.
- Eye care vouchers.

All staff are automatically enrolled into the relevant pension scheme. LGPS for support staff and Teachers' Pension for teaching staff.



Amy Daniels  
Safeguarding Lead

# 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 children.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes children and young people as well as parents and carers, and school staff.

## **Pre-Employment Checks**

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.

# How to apply

All CELT vacancies are advertised on [www.celtvacancies.co.uk](http://www.celtvacancies.co.uk) as well as the option to express your interest in future roles.

Click on the '**Apply Now**' button and follow the instructions to create an account on our Recruitment platform – Every.

Once your account is created you will be taken to the online application form, if you have any questions or difficulties completing the form, please contact the Recruitment team here – [recruitment@celtrust.org](mailto:recruitment@celtrust.org).

**The closing date for all applications:** 21 March 2024

**Interviews will take place:** 27 & 28 March 2024

To discuss this role further, contact Lisa Mannall, Trust Lead:  
[lmannall@celtrust.org](mailto:lmannall@celtrust.org)

