



LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Ref: POL20

Head Office: Atlantic Centre, Trenance Leisure Park, Newquay TR7 2LZ  
Poltair School, Trevarthian Road, St. Austell, Cornwall, PL25 4BZ

# LEARNING CENTRE CO-ORDINATOR

**37 hours per week, Term Time plus 5 additional days**

**Actual Starting Salary: from £17,344 to £18,521 per annum**

**Fixed Term Contract – June 2023 to 31<sup>st</sup> August 2024**

Poltair School is a transformed, fast paced school with exceptionally high expectations for all, serving students aged 11-16 in the St. Austell area of Cornwall. Our students have exemplary behaviour and attitudes, dress smartly and appreciate the importance of education.

The school has been on a rapid improvement journey, and we are ambitious for what the students in our community can achieve. At the heart of this is the provision of a knowledge-rich curriculum and exceptional teaching and learning. We truly want our students to develop the confidence and character to make a significant contribution to society and lead a life of choice and opportunities.

The school is growing at pace and so we are looking for an exceptional Learning Centre Co-ordinator to join our team. The successful candidate will be energetic, resilient, and willing to take risks, learn from them, and grow in the process. Our Pastoral Team provide holistic and specialist support to students, enabling them to access learning in a positive and productive way.

Students at Poltair School want to learn and arrive at lessons ready to engage. Working at Poltair School is hugely rewarding, and we can guarantee that this opportunity will bring the best out in you and subsequently, give the students at Poltair School exceptional role models to learn from.

Poltair School is part of Cornwall Education Learning Trust (CELT), a family of primary and secondary schools all based in Cornwall. Due to the success of the Trust, there are unrivalled opportunities for all staff to grow and develop and to collaborate with talented school leaders.

If this role suites your professional knowledge, skills, and attributes, please read the Candidate Information Pack together with the Job Description and Person Specification.

Should you wish to discuss this position, please contact Joe McGovern (Trust Lead SENDCo), via email: [jmcgovern@poltair.cornwall.sch.uk](mailto:jmcgovern@poltair.cornwall.sch.uk)





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Application forms and full details are available to download from <https://celtrust.org/join-us/vacancies>  
Applications by CV, letter or social media alone will not be accepted.

**Closing date for applications: 9.00am, Tuesday 9<sup>th</sup> May 2023**

**Interviews to be held: Friday 19<sup>th</sup> May 2023**

*Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

