



TRURO SCHOOL



Information for Candidates Head of Outdoor Education

Commence September 2021

Full-time / Term Time Only

Truro School, Trennick Lane, Truro, TR1 1TH

www.truroschoo.com, recruitment@truroschoo.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Andy Johnson Head



Dear Candidate,

Thank you for your interest in the Head of Outdoor Education role here at Truro School.

Our school has an extensive, successful, and dynamic programme of outdoor education that has been carefully nurtured and well led for many years. It is a key part of the all-round education we offer.

With over 200 pupils involved in our Duke of Edinburgh and Ten Tors programmes each year we are one of the largest providers of the D of E award across the South West. The demand for this and other outdoor programmes has remained strong despite Covid and keeps growing. We are keen to develop or extend our outdoor provision for both our Senior School and Prep School pupils.

We seek an experienced, enthusiastic, and highly organised Head of Outdoor Education, to lead and develop further provision across the School. With an ability to manage with care, diligence, and excellence, and the drive to inspire engagement across all key stages from pupils and staff alike, the successful candidate will be a valued member of our community, passionately championing the importance and benefits of outdoor education for all.

Working in a professional, welcoming and happy environment, pupils at Truro School and Truro School Prep are supported and challenged to be ambitious about their own potential. The Head of Outdoor Education will embody our ethos and values in all they do, working closely and positively with all staff to deliver and evolve this exciting pillar of our educational provision.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral, and our Prep School is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

To get a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour where you will see and hear from staff and pupils, and get a glimpse of who we are and where we work.

Truro School is an "excellent¹" school seeking excellent people to join our team and help us deliver an ambitious, broad and balanced education to enthusiastic and happy children here in the beautiful county of Cornwall.

A handwritten signature in black ink that reads "Andy Johnson". The signature is written in a cursive, flowing style.

Andy Johnson (Head)

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

The Role

The successful candidate will be an experienced outdoor education leader who relishes giving pupils the opportunity to experience the natural world and outdoor activities including the Duke of Edinburgh Award, Ten Tors, and wider dedicated team building activities.

Working with a number of staff and volunteers the post holder will develop and deliver a strategy for a school wide programme of activities, organising and managing a significant Outdoor Education budget and being responsible for timely and accurate communication with all relevant parties including pupils, parents, the Senior Leadership Team (SLT) and external partners and agencies.

Job Description: Head of Outdoor Education

RESPONSIBLE TO: Director of Co-Curriculum

Outdoor Pursuits - General

- Develop, assist and review with the SLT a Strategic Plan for Outdoor Education across Truro School (focusing mainly on the 10-18 programme but with input into the 3-18 programme)
- Work with Prep School staff to offer a Year 6 outdoor education transition
- Develop and coordinate a 1st Year (Year 7) outdoor education programme
- Organise and develop a 2nd Year (Year 8) outdoor education programme
- Book calendar dates and organise transport, budget requirements and room bookings. Attend calendar meetings.
- Communicate with all participants and parents, and other relevant parties
- Ensure full risk assessments are in place. Including keeping up to date records from third party providers.
- Liaise with third parties over trips
- Maintain the Outdoor Education budget and liaise with Finance regarding any costs/charges
- Ensure own CPD is up-to-date and relevant, plus provide CPD opportunities for others in the Outdoor Education team
- Line manage the D of E Bronze and Silver co-ordinators
- Organise staff and volunteers to assist with all Outdoor Education trips and programmes, ensuring all ratios are met
- Look to extend the breadth of our Outdoor Education by offering a range of Co-Curricular clubs and activities across the Prep School and Senior School.
- Review and explore gaps in our offering such as kayaking, climbing, mountain biking and orienteering
- Investigate partnership work and public benefit by developing links with local primary schools
- Develop leadership opportunities for our pupils through Outdoor Education

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Duke of Edinburgh's Award

Overall responsibility and vision for Gold, Silver and Bronze Duke of Edinburgh (DofE) Award including:

- Enrolling and overseeing pupil progress through the Bronze, Silver and Gold Award
- Responsibility for ensuring the training and expedition logistics are in place for each award including:
 - Arranging suitable staffing, minibuses and finance to support the expeditions, including the issue, return and maintenance of group expedition equipment.
 - Organising medical consent forms from all pupils participating in expeditions
 - Communicating with participants and parents regarding the Award programme and in particular, concerning expeditions and training
 - Completion of risk assessment for each expedition
 - Organisation of award presentation evening
- Act as lead co-ordinator for Gold DofE, delivering the expedition training, and acting as the expedition supervisor
- Oversee Silver and Bronze co-ordinators, in terms of award programme delivery
- Ensure compliance with the D of E licence
- Identify opportunities for increased participation and completion
- Ensure department is H&S compliant at all times, and attend H&S meetings
- Provide training for staff/volunteers where necessary and appropriate

Ten Tors

- Organise all aspects of entries and programme delivery, including: training, RAs, logistics, and other admin as necessary, to ensure the safe and effective running of the Ten Tors programme

Health and Safety

- Keep up-to-date in terms of current good practice including in terms of hypothermia and hyperthermia, water hazards, access, clothing and equipment.

Safeguarding and Pastoral Care

- Always ensure School safeguarding expectations and priorities are met by understanding and complying with the School Safeguarding Policy at all times.
- Consult with appropriate members of the Pastoral team should you have concerns of pupil wellbeing, safety, or behaviour, and follow School record keeping and referral procedures.
- Maintain good order and manage the learning and wider behaviour of pupils at all times and in all contexts, via the appropriate use of both rewards and sanctions in line with School policy.

Administration and Organisation

- Support and attend relevant School events, acting and interacting professionally and in support of School values at all times.
- Keep appropriate records in relation to pupil attendance and behaviour using the School information management system.
- Complete administration associated with probation, appraisal and professional development as appropriate in a timely and efficient manner.
- Carry out other duties as reasonably required by the School.

PROFESSIONAL ATTRIBUTES

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgment, patience, integrity and honesty, self-awareness

PERSON SPECIFICATION

The following Experience and Skills are Essential:

- a good degree and a passion for Outdoor Education and activities
- mountain qualification with associated First Aid Qualification (assessed course of at least 16 hours in duration including wild and remote country, emergency assistance and evacuation)
- a D1 driving licence
- a high level of relevant subject knowledge
- a strong work ethic and high levels of personal organisation
- excellent communication skills, both written and verbal
- support for independent education and specifically the values and ambitions of Truro School
- sensitivity to the Methodist ethos of the School

The following Experience and Skills are Desirable:

- D of E Manager experience

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.

Department Information:

Truro School Outdoor Education is one of the leading school providers for the Duke of Edinburgh Award Scheme in the South West. Outdoor Education is an integral part of the school life and there are opportunities for pupils from the 1st Year through to the Sixth Form to enjoy expeditions and other outdoor challenges.

Current Department Staff

Truro School Outdoor Education Department has three members of staff ranging from part time to full time. The team also has support from academic teachers and parent volunteers to support the many expeditions and trips.

Department Facilities

The Outdoor Education Department is well equipped with a full array of expedition equipment including tents, Trangia's, roll mats, rucksacks etc. as well as a dedicated office space, meeting room and store room.

Truro School has a fleet of seven 17-seater minibuses, one 9-seater minibus, a school car and a trailer.

Co-Curricular Activities

Outdoor Education is a popular co-curricular activity at Truro School. There are a number of activities on offer for the pupils to engage with, some examples are:

1st Year: Teambuilding group work at Porthpean Outdoor Centre – Cornwall Outdoors

2nd Year: Bushcraft overnight residential trip at Carclew Woods with WildSpace Adventures

3rd Year: Bronze DofE practice and assessed expeditions walking the coast path; kayaking expedition on Carrick Roads with WildSpace Adventures; Sailing Expedition on Carrick Roads.

4th Year: Silver DofE, practice on Bodmin Moor and assessed on Dartmoor.

Sixth Form: Practise expeditions on Dartmoor and assessed expedition to Slovenia or Lake District. Partnership with a Slovenian school including a return host visit.

3rd Year – Sixth Form: Ten Tors, 12 expeditions throughout the year culminating in the Ten Tors event in May.

International Trips

Gold DofE expedition to **Slovenia** – yearly since 2008

2013 **Peru** (5th Year & Sixth Form))

2015 **Norway** (3rd Year & 4th Year)

2016 **Ecuador** (5th Year & Sixth Form)

2017 **Croatia** (3rd Year & 4th Year)

2018 **India Himalaya** (5th Year & Sixth Form)

2019 **Morocco** (3rd Year & 4th Year)

Results

As one of the leading school providers of the Duke of Edinburgh scheme in the South West, our participation numbers average at:

Bronze: 100 per year

Silver: 50 per year

Gold: range from 25 – 45 per year

Ten Tors: 4/5 teams – 30-40 participants during training



OUR HISTORY

Established in 1880, we are a leading independent day and boarding school situated in the beautiful cathedral city of Truro in the Duchy of Cornwall. Originally founded by leading Cornish Methodists as a boarding and day school for boys. Girls were accepted into the sixth form in 1976 and the School became fully co-educational in 1990. The School has always maintained its Christian principles and became part of the Methodist Independent Schools Trust in 2017.

Our school motto, *Esse Quam Videri*, (to be rather than to seem to be) captures the essence of our identity. From Nursery right through until Sixth Form the Truro School Community shares the same values and approach to education which help to shape our identity. Underpinned by strong Christian principles, we are a caring and inclusive community which values, nurtures and develops each individual. We are called to be people of integrity, who bring constructive energy, honesty, rigor, humility and generosity to the pursuit of our mission.

Our mission is to be a beacon on inclusive excellence, providing a balanced education and producing confident, tolerant and enthusiastic young people who enjoy working with others and are ready to influence the world.

OUR ETHOS

From Nursery right through to Sixth Form, the Truro School Community shares the same values and approach to education. Our approach to education is characterised by six key hallmarks.

- To develop individual academic excellence at every level
- To inspire creativity, ignite imaginations and help each pupil to find and fully develop his or her talents
- To develop pupils who are at ease with themselves and each other.
- To forge pupil characters through challenges and opportunities.
- To develop pupils who respect other people and the world around them.
- To encourage pupils to develop their own way of thinking

SENIOR SCHOOL

The Senior School educates around 800 pupils between the ages of 11-18 of which around 80 of those pupils live in our boarding community. Academic excellence, sport, music and drama, the breadth of co-curricular activities and pastoral care come together to build qualities such as confidence, independent living, and leadership. We welcome pupils from around the world from places such as China, Hong Kong,

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Thailand, Italy, Germany to name but a few. The celebration of the cultural diversity is extremely important to us and is a component of our values as a Methodist school.

ACADEMIC

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

Over two thirds of GCSE and iGCSE grades in 2020 awarded were 9-7 (or A*/A), with a quarter at grade 9. Twenty-one of our pupils achieved 9 or more GCSEs at grades 9,8 or A*.

In the same year, we were pleased to report 61% of A-Levels were graded A*/A. Furthermore, 88% of all A-Level grades were graded at A*-B, with a 100% pass rate.

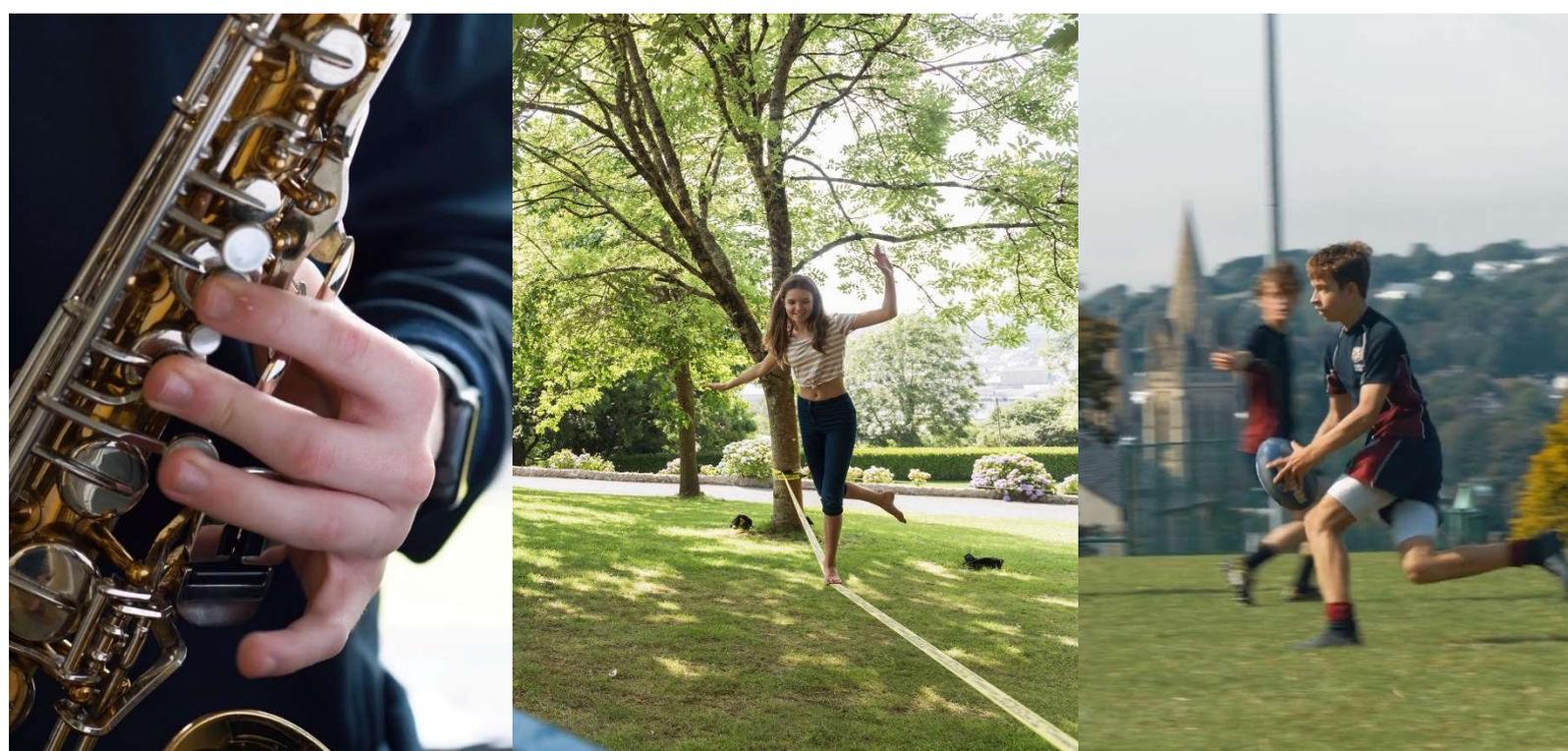
Music, PE and EPQ all received 100% A*-A grades, with Art, Drama, Economics, English, Geography, RS and Spanish, all gaining 100% A*-B.

Further information on our exam results can be found on our website here:

www.truroschoo.com/senior-school/academic/results

CO-CURRICULAR

We believe that a rich co-curricular life is the key ingredient to aiding character development in our pupils. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils can broaden their horizons and learn a new skill or extend existing skills. This in turn develops their confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.



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SPORT

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every pupil is encouraged to participate in order to maintain a healthy lifestyle.

MUSIC

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

DRAMA

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

CORNWALL

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Appointment Date

The appointment will commence September, 2021. It is a permanent, full time, term time only role (34 weeks a year). There is a six-month probationary period.

Salary

This is a middle leadership role and is graded at ML1 on the Truro School non-teaching staff salary scales. The salary is £30,000 per annum, pro rata. Actual salary based on an fte of 0.79 is £23,700pa.

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via the Pensions Trust whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Pensions Trust, and the School will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Acceptable self-disclosure form
3. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
4. Two satisfactory references
5. Evidence of qualifications held
6. Barred List check
7. TRA and section 128 check (if applicable)
8. Fitness to Work Questionnaire

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APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.

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