



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates French & Spanish Teacher (Reception to Yr 6)**

Commence September 2021

Part Time (approx.0.625) / Permanent

Truro School, Trennick Lane, Truro, TR1 1TH

[www.truroschoo.com](http://www.truroschoo.com), [recruitment@truroschoo.com](mailto: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 &  
Sarah Patterson  
Head of Prep



Dear Candidate,

Thank you for your interest in the role of part time French & Spanish Teacher here at Truro School Prep.

We are seeking a positive, resourceful and experienced French & Spanish teacher to join our dedicated teaching staff. With a desire to drive academic excellence and teaching standards our candidate will be a talented and passionate practitioner who is creative and holds an unwavering belief that all pupils should flourish.

Working in a professional, welcoming and dynamic environment, each pupil is supported and challenged to be ambitious about their own potential. As well as a genuine passion for excellence in academic and pastoral care, and inspired by our School's ethos, all our teachers are expected to contribute to our outstanding variety of co-curricular and supra-curricular activities.

The School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. The School is 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 a vibrant Prep School located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational environment.

To give you a flavour of life here at Truro School Prep please take a look around our website [www.truroschoo.com](http://www.truroschoo.com) and take a moment to watch our virtual tour where you will see and hear from our staff and pupils and get a glimpse of our beautiful site.

Truro School is an "excellent"<sup>1</sup> school seeking "excellent" people to join our staff team and help us deliver an ambitious, broad and balanced education to our enthusiastic children here in the beautiful county of Cornwall.

Andy Johnson

Head

Sarah Patterson

Head of Prep

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<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

# The Role

We are looking for an energetic, experienced and successful teacher to teach French and Spanish from Reception to Year 6.

## Job Description: French & Spanish Teacher

RESPONSIBLE TO: Assistant Head (Academic)

### Specific responsibilities include:

- Enthusing the school population and promoting a love of language learning;
- Demonstrating excellent practice in the classroom;
- Be aware of, contribute to, and implement the department's schemes of work;
- Reviewing and developing the curriculum;
- Overseeing and analysing the assessment of pupils;
- Management of the M.F.L. budget;
- Liaising with the Assistant Head (Academic) and SENDCo to ensure the needs of pupils with learning difficulties are met;
- Ensuring the inclusion of ICT skills within M.F.L. lessons.

### The general responsibilities of all teachers at Truro School Prep:

- Plan and prepare for the short, medium and long term;
- Teach according to the educational needs of the pupils in line with the school's educational support policies;
- Provide a stimulating environment for learning to take place;
- Assess, record and report on the development, progress, behaviour and attainment of pupils and maintain effective records;
- Participate in all necessary arrangements and procedures for assessment;
- Maintain good order and discipline among pupils with particular reference to health and safety;
- Undertake supervision duties as required by the Head of Prep or Deputy Head;
- Provide pastoral care and guidance to pupils as appropriate;
- Participate in staff meetings as required by the Head of Prep;
- Undertake INSET as part of the school's development plan and in agreement with the Head of Prep through participation in the school's appraisal process;
- Adhere to the school's policies regarding reporting to parents;
- Adhere to the school's policies regarding child protect and safe-guarding;
- Adhere to the school's policies regarding children with learning difficulties;
- To act at all times as a professional member of staff.

## 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 relevant degree
- Qualified teacher status
- A love of working with children in the 3-11 age-range
- An experienced teacher with proven excellence in the classroom
- Commitment to personal Continuous Professional Development (CPD)
- Excellent communication, organisational and planning skills
- Commitment to serving the academic, spiritual, pastoral, moral and co-curricular needs of pupils
- Willingness to contribute to the busy co-curricular life of a leading independent school
- A good sense of humour and willingness to become an active member of the staff team
- Ability to empathise with the feelings of others and willingness to adapt to the needs of colleagues and children
- Ability to adapt to situations whilst remaining calm and positive
- Maintain good relationships with pupils and exercise appropriate authority
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Sympathetic to the ethos of an Independent, Methodist school.

### **The following Experience and Skills are Desirable:**

- Ability and willingness to drive a minibus
- The ability to play the piano/musical instrument.

## ADDITIONAL

- Truro School and Truro School Prep are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with children.
- This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
- This role is expected to also participate fully in the life of the School

*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.*

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## 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 enthusiast 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

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## TRURO SCHOOL PREP

Truro School Prep educates around 300 pupils between the ages of 3 – 11. From Reception to Year 6, we offer an outstanding environment for girls and boys to embrace all that life has to offer, nurturing them to discover and cultivate their individual talents. Our aim is not just to prepare pupils for the next stage of their education, but to also lay the foundations for them to grow up and lead happy, purposeful and fulfilling lives.

Learning takes place both in side and outside the classroom and our on-site Forest School encourages children from the very earliest ages to safely enjoy the great outdoors. In addition, there are many exciting educational outings and visits the enhance learning as we take advantage of the beauty and variety that Cornwall provides.

Between Years 3 and 6 pupils become less involved with a singular teacher in order to take advantage of specialist subject teachers, just like at the Senior School. Be it core subjects such as Mathematics and English, to more co-curricular provision such as PE and Drama, we provide specialist subject-based teachers because:

- We believe that accredited subject teachers deliver better results.
- Specialist teachers help to get the best out of pupils' individual abilities.
- Pupils can ask questions and experience a greater depth of learning.
- It prepares pupils for life in secondary school.

The introduction of subject-based teachers is first introduced in Year 3 with pupils slowly decreasing the time they spend with their main class teacher. From Year 4 onwards, pupils fully adapt to subject-based teachers.

At Truro School Prep we intentionally keep our class sizes small. The average class size is 16 and we believe this is important in the education of every child. It ensures that pupils are given appropriate attention and support by our dedicated team of teachers.



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## 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](http://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 and coffee
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Appointment

The appointment will commence September, 2021 or as soon as possible after that date.

### Salary

The starting salary is dependent on skills and experience. Truro School has its own pay scales.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme and teaching staff currently have the Teachers' Pension Scheme.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises a provider to offer an EAP 24/7 helpline and access to Care First. As part of this is a platform to access hundreds of discounts, offers and savings from high street retailers to holidays.

### 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



## 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@truroschoo.com](mailto:recruitment@truroschoo.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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