



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates Head of Truro School Prep

Commence September 2022 or January 2023

Full-time / Permanent

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com

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

A welcome from the Head



Welcome to Truro School!

We are very proud of this community and believe it offers something exciting and empowering to the families and staff who join us.

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 educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located on its own campus three miles away, nestled between the Royal Cornwall Hospital and Truro Golf Club. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and inspiring education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent¹" co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, holistic and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For 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 find a glimpse of who we are and where we work.

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

Job Title:

Head of Truro School Prep

Responsible to:

Head of Truro School

The Head of Truro School and the Governing Body are seeking to appoint a dynamic Head of Truro School Prep from September 2022 or January 2023 to lead one of the most successful and vibrant 3-11 Prep Schools in the South West of England. The School has recently launched a new, ambitious, five-year Strategic Plan that includes forward-thinking commitments to explore and enhance not simply educational excellence, but also the wellbeing and personal development of children and staff alike. There are also plans to evolve communication and collaboration with our many valued partners, current and future, to invest in the quality and stewardship of our immediate and wider environment in terms of its sustainability, technology, and cultures of equality, inclusion and community benefit.

The School seeks to appoint a dynamic Head who is able to build on strength, to enhance, evolve, and market a flourishing and forward-thinking 3-11 Prep School community within our superb Cornish setting. The successful applicant will be excited to work within a through-school framework of values, ambition, strategy, and support, whilst having the expertise and strength of character to shape, guide and embellish an autonomous Prep School community that is proud of its own identity. They will be able to maintain positive and progressive collaboration with the wider educational community. They will be ambitious to evaluate and evolve the Prep School's curriculum, co-curriculum and pastoral care to further excite current and prospective parents through its ability to develop young people who are confident in themselves, curious about the world around them, creative in their outlook, have the courage to enjoy learning, and are compassionate in their interactions with others.

The Head of Truro School Prep will have the safeguarding and wellbeing of pupils at the forefront of all they do and will be an essential voice in the whole school safeguarding team. They will know what excellent and empowering education looks like and will be unafraid to ensure these standards are being maintained consistently and rigorously across the Prep School. A knowledge of best practice across 3-11 education, from EYFS through to Year 6, is essential, as is an active interest in senior school practice and how best to prepare pupils for effective transition to the Senior School.

The successful applicant will be excited by the prospect of working in a caring and ambitious environment, maintaining and nurturing positive and effective relationships with pupils, staff, parents, prospective parents, Governors, and the wider community. They will be a vital part of the School's executive team. They will be able to work with insight, commitment, good humour and intellectual focus. We seek a leader who works with confidence and integrity, who models positive leadership to their team, and who has a passion for ensuring children thrive. They will have several years of relevant senior leadership experience, Independent and/or State, and will have demonstrable evidence of their leadership impacting on pupil personal and academic achievement, staff performance, and community cohesion.

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Line Management

The Head of Truro School Prep is responsible for leading and line managing the Prep School Senior Management Team (SMT), which currently comprises Deputy Head; Assistant Head (Pastoral); Assistant Head (Academic); Key Stage 1 Coordinator; EYFS Coordinator; and Chaplain. In addition, the post holder currently line manages their PA/Head of Prep Admissions, and the Prep School Administrator.

Strategic and Operational Responsibilities

The Head of Prep is responsible for the day-to-day leadership of all elements of the Prep School. Through the line management of the SMT, and with the support of senior non-teaching colleagues based at the Senior School site, the Head of Prep is responsible for enacting those aspects of the Truro School Strategic Plan and annual Action Plans that relate to Truro School Prep, and the effective operational oversight of all elements of Prep School life – academic, pastoral and co-curricular.

The Head of Truro School Prep is a Deputy Designated Safeguarding Lead and also responsible for all aspects of inspection preparation and planning, including overseeing the reviewing and updating of all Prep School policy documentation; Prep academic, pastoral and non-teaching staffing, including teaching assistants, office staff and the wider support team; Prep Marketing and Admissions, in conjunction with the Head of Prep Admissions. Transition and links between the Pre-Prep, Prep and Senior School is a key responsibility as well as maintaining and forging Prep School community links.

The Head of Truro School Prep is a member of the IAPS and the MIST Junior Heads Forum; regular attendance at the IAPS district meetings and annual conference is an expectation. They sit on the Senior School SLT (Senior Leadership Team) and the whole school CLT (Core Leadership Team). The CLT is chaired by the Head of Truro School and constitutes, in addition to them, the Head of Truro School Prep, the Deputy Head Pastoral (also Designated Safeguarding Lead), the Deputy Head Academic, and the Business Director. Reporting to the Governing Body takes place on a regular basis and the Head of Truro School Prep attends Governing Body meetings, producing written and verbal reports across all aspect of Prep School life and experience.





Key Expectations and Accountabilities

Vision and Strategy: The successful applicant will

- Work with the Head of Truro School, Senior Leadership Teams and the Board of Governors to embody and enact a clear strategy for the School that meets the needs of education, charity and business.
- Lead, motivate, inspire, and energise staff and pupils, bringing the community together through a compelling vision for a happy, ambitious, successful and caring School.
- Demonstrate strategic financial understanding to build a strong and sustainable school and ensure its continuing success, striking an appropriate balance between educational ambition and sound business decision-making.
- Recognise and anticipate potential shifts in the market-place, government, economics and political environment and develop positive plans for these changes.
- Ensure the School is effectively prepared for Inspections and operating in full compliance with all relevant legislation.

Teaching and Learning: The successful applicant will:

- Model an enthusiasm for learning and initiate a love of learning in children and staff alike.
- Be decisive, tenacious and creative in pursuing the highest of expectations in all.
- Actively promote and develop a culture of excellence in teaching and learning, and with the SMT, identify best practice to extend, and tackle underperformance or negativity with sensitivity and emotional intelligence.
- Oversee effective processes for ensuring that pupil learning is consistently monitored and improved to enable children to develop into the best of themselves.
- Champion inclusivity, ensuring that the School supports all stakeholders and needs.
- Be committed to providing excellent pastoral care for the development of all pupils and staff, mindful of the emotional, spiritual and wider wellbeing of all members of the School community.

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Recruiting and Developing People: The successful applicant will:

- Recruit, retain and develop an excellent whole school team, supporting and enabling others to achieve and develop within the framework of the School's values and ambition.
- Empower others to use their skills for the good of the School and the wider community.
- Be committed to developing and growing their own professional learning and leadership as well as that of others, including by being aware of their own strengths and areas for development, and how that impacts on how they work with others.
- Be reflective in their approach and actions, with an empathy for others and an ability to build positive and professional relationships.
- Demonstrate high-level coaching skills, setting challenging objectives for staff and supporting them to achieve them via the school's systems of appraisal and line management.

Marketing and Communications: The successful applicant will:

- Market the School with integrity, passion and pride, formally and informally, and to a wide range of internal and external stakeholders, both in person and with an astute understanding of social media platforms too.
- Make significant contributions to raising the profile of the School in the community, establishing valuable links and networks with external partners and organisations, including other primary schools in Cornwall.
- Exemplify significant professional credibility and impact across a range of stakeholders.
- Communicate effectively within the executive and leadership teams, encouraging other voices to be heard in order to reach the best decisions and strategies for the School.
- Be a visible presence around the School and at School events and activities in the community, including evenings, weekends, and outside of term time when necessary.
- Build and maintain effective, clear and constructive communications with parents, carers and the wider community.



Personal Qualities and Professional Attributes

The successful candidate will:

- Act with a high level of integrity, interpersonal skills and emotional intelligence, including when there are difficult decisions to be made.
- Be knowledgeable about and understanding of staff and pupils, and stay aware of current school matters.
- Be sensitive to the ethos of an Independent Methodist-foundation school.
- Be consistent in manner and attitude, and a calm, authoritative figure in crisis situations, able to maintain a balanced perspective under pressure.
- Be empathetic and flexible enough to adapt their expectations in the accommodation and support of people's particular needs and challenges.
- Demonstrate professional stamina, being able to manage the pressure on themselves and others objectively, with perspective and good humour.
- Value diversity in views and styles, appreciating individuality, respecting varied contributions, and seek to use this diversity for the benefit of decision making within the overarching vision for the organisation.
- Manage differences in stakeholder opinion effectively, bringing disagreement to an effective conclusion.
- Be able to offer challenge and informed debate in strategic and operational meetings.
- Be open minded to change, new ideas and shifts in strategy, and be resilient and adaptable in approach, recovering quickly from professional setbacks.
- Be highly organised and demonstrate outstanding levels of professional practice as a model to other employees, including the meeting of deadlines, clear correspondence, and seeing matters through to conclusion.
- Listen carefully and objectively before reaching conclusions, maintaining perspective and making sound and balanced decisions
- Be able to manage their time to strike a balance between work and home life that is healthy both for them and acts as a positive role model for others.

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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Truro School

Our History

Truro School is the only HMC School in the beautiful duchy of Cornwall and a member of MIST (The Methodist Independent Schools' Trust). It was originally a Direct Grant Boys' Grammar School but became independent in 1976 and fully co-educational in 1990. Truro School Prep (Treliske School until September 2005) was opened in 1936 as the Junior Department to Truro School. It is a member of the IAPS (Independent Association of Prep Schools). Though, like the Senior School, Treliske was originally a boys' school, it became co-educational in 1989. A Pre-Prep Department was opened in 1991. Truro School Prep is beautifully situated on its own separate campus, between the Royal Cornwall Hospital and Truro Golf Club.

Truro School Prep currently has 290 pupils between the ages of 3 and 11. Children in Year 6 work towards the Prep School Diploma and the school prides itself on having a broad and balanced curriculum. Each year about 95% of Year 6 (60 pupils) proceed into the 1st Year (Year 7) at the Senior School. Parents like to commit to the through-school 'family' and a large proportion of parents have more than one child across the School. The social life of the School is therefore an important feature of its ethos. At our Senior School there are currently 836 pupils, including a Sixth Form of around 190. In the Senior School there are also 75-80 boarders, national and international. There is no boarding at Truro School Prep. Day pupils travel from throughout the county to our School, including some on the school buses.

Ongoing investment in our site is important to us. At Truro Prep in 2018 we opened a new suite of six additional purpose-built classrooms; a music room and the Lovett Assembly Hall. Even more recent developments include a refurbished and refitted computer suite, a tree house, and a remodelling of the annexe that houses the educational support rooms and a research room that supports the work of the library.

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Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From Nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

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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 Leadership 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 Date

The appointment will commence either in September 2022 or January 2023 depending on the successful candidate's notice period. It is a permanent, full time role with a probationary period.

Salary

This is a senior leadership role and is on the Truro School Leadership Salary Scales.

Pension Scheme

The School commenced the process of consulting staff on a proposal to withdraw the School from the TPS as of September 2022. In the event that the consultation results in a decision to withdraw the School from the TPS, the School would exercise its discretion under clause 10 in the employment contract to change the scheme available to you, and you would no longer be entitled to membership of the TPS from September 2022.

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)

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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 long list applicants and you will be contacted in order to either be invited or to be notified that you have not been successful this time. Our long list interview process will take place online and remotely meaning there is no need to travel to Truro for it. Candidates successful at the long list will be invited to a short list selection day that will take place at the School. 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 provide a copy of your qualifications. Additional details of the interview and selection processes will be notified to the relevant candidates in advance.

References may be taken up prior to long listing and/or shortlisting.

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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