



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates Key Stage 1 Co-ordinator

Commence April 2022

Permanent / Full Time

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 &
Sarah Patterson
Head of Prep



Dear Candidate,

Welcome to Truro School & Truro School Prep!

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 next to the Royal Cornwall Hospital. 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 forward-thinking 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, broad 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 and Truro School Prep please look at our website www.truroschool.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.

Andy Johnson

Head

Sarah Patterson

Head of Prep

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

The Role

The Pre-Prep Department, housed within its own purpose-built building, Willday House, provides education for pupils aged 3 to 7 (Nursery to Year 2). The department follows the Early Years Foundation Stage in the Nursery and Reception, and Key Stage 1 of the National Curriculum in Years 1 and 2.

The Key Stage 1 Coordinator will have responsibility for a Year 2 class with time remission to enable the administering and leading of the Key Stage 1 phase.

Job Description: Key Stage 1 Co-ordinator

RESPONSIBLE TO: Head of Prep

Specific responsibilities include:

- lead, support, motivate and direct all staff in the Key Stage 1 phase in all matters relating to the education, welfare, health and safety of the pupils and the day-to-day management of the staff;
- to exemplify best practice in the classroom;
- to organise and co-ordinate displays of children's work with the support of staff to create a stimulating environment for learning across the school;
- be a member of the Prep School Senior Management Team (SMT) and to undertake the responsibilities this entails including being accountable for the strategic leadership and management of Key Stage 1;
- manage the day-to-day operation of the Key Stage 1 phase, including cover and duty rotas;
- assist the Head in selecting and appointing new staff;
- assist the Head and Head of Marketing (Marketing Department) in marketing the Pre-Prep, and with recruitment and admission of new pupils, including tours around the school, planning and co-ordinating open events and managing taster days;
- assist the Assistant Head (Academic) in the preparation and implementation of the school's timetable, taking particular responsibility for the teaching timetable in Key Stage 1;
- liaise with the Assistant Head (Academic) regarding academic matters;
- review planning and teaching methods in order to meet individual pupils needs, including SEN, able and interested, looked after children and children with English as an additional language;
- liaise closely with the Assistant Head (Pastoral) regarding pastoral matters;
- liaise with the subject coordinators regarding curriculum links;
- prepare staff duty lists and ensure that staff duties are being undertaken correctly;
- communicate effectively with parents, including meetings, letters and updates;
- liaise with the EYFS Coordinator, co-ordinate the normal routines of school life (e.g. lunchtime arrangements, playground routines, assembly arrangements and to lead regular staff meetings and briefings);
- be responsible and accountable for securing the highest standards of pupil achievement across Key Stage 1, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes;
- carry out regular work scrutiny to ensure high standards and continuity across the school with particular focus on KS1;
- manage the implementation of the school's assessment policy (organise and co-ordinate assessment and testing and the collation of results for dissemination to interested parties);
- to manage the development of the curriculum (ensure that schemes of work and policies for each subject are maintained and updated according to the school's development plan, prepare the annual overview for parents);

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- ensure staff are kept fully updated with new curriculum initiatives, current trends and research;
- maintain and update the pupil handbooks to reflect changes to procedure and policy;
- ensure that issues of bullying are dealt with according to the anti-bullying policy;
- ensure that child protection matters are managed correctly within the Pre-Prep Department; enable staff to receive training as required;
- ensure that matters of concern relating to the health and safety of both pupils and staff are raised appropriately and quickly;
- take responsibility for co-ordinating and overseeing the Pre-Prep annual action plan in conjunction with the school development plan, monitor its effectiveness and evaluate its impact with SMT and Governors;
- participate in such school committees as determined by the Head to represent the interests of the Key Stage 1 phase e.g. the Prep School Health and Safety Committee, curriculum co-ordinators meeting etc;
- manage the induction process of all new members of staff within the key stage, including overseeing the placement of students and D of E pupils according to safer recruitment procedures;
- undertake regular supervision meetings and also conduct annual review meetings with both teachers and teaching assistants within the Key Stage 1 phase; to mentor, coach, evaluate and support staff accordingly;
- identify and encourage staff to undertake training appropriate to their needs and professional development in line with the school's development plan;
- be responsible for the organisation, management and provision of resources for Key Stage 1 and to prepare and manage the Key Stage 1 budgets in liaison with the Prep School Administrator and the Head;
- ensure that Key Stage 1 is inspection ready and to be aware of ISI updates and documentation;
- ensure that all relevant pupil information is effectively shared with Key Stage 2 staff and that transition into Prep is smoothly managed;
- liaise with parents to ensure patterns of good attendance and punctuality are established and monitored in the key stage;
- communicate and co-operate with other agencies to support the educational development/general progress and well-being of individual pupils and participate in meetings arranged for any purposes described above;
- provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Head;
- organise special assemblies, performances, school trips and other events;
- in support of our wraparound care provision, undertake some evening duties during term-time (remaining on duty on the school site until the last pupil has gone home - in normal circumstances by 5.45pm and on occasion to 6.15pm when deputising for the Head at supper club);
- organising KS1 after-school clubs and the associated timetables and attendances;
- carry out any other duties reasonably requested by the Head.

General responsibilities of all teachers at Truro School Prep are:

- plan and prepare for the short, medium and long term;
- teach according to the educational needs of the pupils;
- 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 or Deputy Head;
- provide pastoral care and guidance to pupils as appropriate;
- participate in staff meetings as required by the Head;

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- undertake INSET as part of the school's development plan and in agreement with the Head through participation in the school's staff review process;
- adhere to the school's policies regarding reporting to parents;
- to adhere to the school's child protection and anti-bullying policies;
- to act at all times as a professional member of staff.

Ethos of Truro School Prep:

The school actively seeks to promote participation by pupils in a wide range of activities to achieve a broad and balanced education. It is expected that staff will support this intention by undertaking activities with the pupils either at lunchtimes or after school according to their skills and interests. Those who take sporting activities may be asked to accompany teams on fixtures and to referee (as per qualifications). Such participation is greatly appreciated and helps to create a happy and positive school environment.

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:

- In-depth understanding of best practice in education at Key Stage 1, allied to a vision for how to keep the phase at the forefront of innovation;
- Significant and recent teaching experience at Key Stage 1;
- Proven and successful leadership experience within current or previous teaching posts;
- Well-developed communication and ambassadorial skills, with the stature to work effectively with parents, pupils, staff, and governors;
- Proven budget/financial management experience;
- Qualified Teacher Status;
- A desire to lead from the front;
- Proven ability to deal successfully with conflict;
- A warm, open personality with the desire to work within a team of like-minded colleagues;
- A demonstrable love of working with children;
- Evidence of Continuing Professional Development;
- Competent ICT skills; use of email, school management system, interactive boards, etc;
- Sympathetic to the Methodist ethos of the school.

The following Experience and Skills are Desirable:

- Experience and/or understanding of Independent Schools;
- A proven track record of recruiting or developing a team, setting standards for himself/herself, and managing performance against agreed objectives;
- Empathy and understanding of the school's very special ethos and character.

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 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.

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.

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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.



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.



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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 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 April 2022. It is a permanent, full time role with a probationary period.

Salary

This is a middle leadership role on the Truro School teaching staff salary scales.

Pension Scheme

The School has 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 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 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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