



**TRURO
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates Assistant Head (Pastoral) and DSL

Commencing September 2026

Full Time / Permanent

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

A welcome from the Head



Welcome to Truro School!

I am 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 145 years of history and is Cornwall's only co-educational independent school for children aged 3-18. We are situated on two campuses. The Senior School educates around 800 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 an education rooted in the values of curiosity, courage, creativity, compassion and confidence. We encourage our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We encourage our staff to be excited by what we provide for the children under our care.

Our school 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 please look at our website www.truroschoo.com and view our virtual tour, where you will find a glimpse of who we are and where we work, seeing and hearing from staff and pupils alike.

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

Andy Johnson (Head)

Job Description: Assistant Head (Pastoral) and DSL

RESPONSIBLE TO: Deputy Head (Pastoral)

The Purpose of the Role:

A member of the Truro School leadership team, the Assistant Head (Pastoral) will be the Designated Safeguarding Lead (DSL) and will take lead responsibility for safeguarding and child protection across the school. In addition, this Assistant Head role will be responsible for the monitoring of attendance and the implementation and oversight of an attendance strategy. Additional whole-school responsibilities will be agreed to match the school's needs and priorities but will include the strategic oversight of the School's safeguarding and attendance policies and procedures.

Key Duties and Responsibilities:

The Assistant Head (Pastoral) and DSL will have overall responsibility for the safeguarding of pupils, working alongside the Deputy Head (Pastoral) to ensure compliant and excellent support and care of our pupils. The Assistant Head will lead and support our Safeguarding team. They will also support the Deputy Head (Pastoral) to fulfil the strategic aims of the pastoral and safeguarding teams and the day-to-day operations of the school. The Assistant Head will play a significant role in advising the Head and Deputy Head (Pastoral) on school management, policy and procedures in relation to safeguarding and attendance and are expected to contribute widely to the strategic development of the school. The postholder will be committed to supporting the nature of a school which prioritises the all-round development of the individual and the School's Methodist ethos.

As Designated Safeguarding Lead the Assistant Head will:

- Take the lead responsibility for all safeguarding and child protection matters arising at the school and support all staff in dealing with any safeguarding and child protection concerns that arise.
- As necessary, make referrals to the appropriate authority when safeguarding concerns arise and maintain accurate and up-to-date records of all referrals, including discussions and decisions made.
- Inform the Deputy Head (Pastoral) and/or Head of safeguarding issues, ensuring regular updates of actions taken with regards to individual cases of need and whole school safeguarding concerns and approaches .
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member, in consultation with the Deputy Head (Pastoral) and/or Head.
- Where children leave the School (including in-year transfers) ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE.
- Promote and safeguard the welfare of children and young persons throughout the School.
- Ensure that there is sufficient cover during holiday periods to respond to and manage safeguarding concerns that require immediate attention

* Please note, the detailed job description for the duties of the DSL is as identified in KCSIE 2025.

Specific duties of the Assistant Head (Pastoral) and DSL will include:

- Supporting and promoting the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children.

- Contributing to the strategic direction and development of the school, including the development, implementation and monitoring of the School's Development Plan.
- Leading Safeguarding and Child Protection across the Senior School as the Designated Safeguarding Lead and work closely with the DSL at Truro School Prep.
- Collaborating closely with the Deputy Head (Pastoral) to support the strategic development of safeguarding and pastoral provision across the Senior School.
- Taking the lead on all matters of attendance including leading the Head of Year and Head of Section team to monitor and respond to attendance concerns, ensuring timely intervention and communication with parents.
- Leading operational aspects of MyConcern and monitor and communicate with staff setting action plans, care plans and reviews as required.
- Working with the DSL at Truro School Prep to plan for and lead the termly Safeguarding Committee Meeting.
- Collaborating closely with key staff such as the Deputy Head (Pastoral), DDSLs, Heads of Section, the Heads of Year, the SENDCo and the wider pastoral team.
- Working closely with the HR department to ensure that appropriate vetting and safeguarding checks are in place.
- Working closely with the Deputy Head (Pastoral) and the Head of PSHE to ensure the PSHE curriculum meets statutory requirements and is compliant, dynamic, engaging and up to date.
- Promoting pupils' all-round development through events such as Mental Health Awareness Week, Anti-Bullying Week and other initiatives.
- Responsibility for the implementation, review and updating of all safeguarding and related policies.
- Identifying Continuing Professional Development needs of staff (in relation to safeguarding and attendance) and lead INSET activities, including mandatory safeguarding training, as required.
- Working with the Deputy Head (Pastoral) and the Wellbeing Lead to develop and implement a series of communications and education for parents, to assist them in supporting their children's wellbeing.

People and organisational management:

- Support all middle managers in the fulfilment of their responsibilities as leaders, and provide direct line management of other staff, as appropriate.
- Work closely with the Head and Deputy Head (Pastoral) to ensure that all staff demonstrate high standards and support with addressing staff issues as appropriate.

Senior Leadership:

- The Assistant Head (Pastoral) and DSL will be a key member of the Truro School Leadership Team, working closely with the Deputy Head (Pastoral), Heads of Section, Heads of Year, Wellbeing Lead and wider pastoral team.
- They will be a core part of discussion and decision making regarding strategic and tactical priorities for us as a School, a Business, and a Charity.
- They will be accountable for meeting ambitious targets that serve and promote School organisation, strategy, and strength.
- They will line manage and professionally develop members of the pastoral team.
- They will ensure a team and learning culture that promotes collaboration, proactivity, professionalism, and shared responsibility towards the School's values and ambitions.
- They will play an active role in the life of the School, attending key events, fostering relationships across the community, and contributing to its vibrant and inclusive ethos.
- They will prepare reports for the Governors, as directed by the Head.

Person Specification:

Essential:

- A strong track record of positive and impactful pastoral work and leadership work in a School setting
- Warmth, resilience, integrity, and a strong work ethic
- Well-qualified graduate (with QTS) and an outstanding teaching record, including evidence of the ability to inspire pupils across the age and ability range
- Outstanding inter-personal skills, including ability to support, advise and nurture other staff
- A proven commitment to all-round education, with evidence of outstanding achievements in a leadership role
- Personal strength and commitment to deal decisively with challenging decision-making
- A naturally inclusive approach to leadership
- Experience of leading initiatives and managing change
- First-rate knowledge of, and interest in, current educational developments
- An ambitious vision for the future
- Strong attention to detail, data handling, record keeping and documentation skills
- Proven ability to work collaboratively in a team environment

Desirable:

- Further qualifications relating to pastoral leadership
- Leading whole school academic initiatives

ADDITIONAL

- Truro School is 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 contact with children or young people.
- This job description sets out 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.

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.



Truro School

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.

Academic Life

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 and international universities.

47% of GCSE and iGCSE grades in 2025 awarded were 9-7 (or A*/A), with 15% at grade 9.

In the same year, we were pleased to report 50% of A-Levels were graded A*/A. Furthermore, 80 % of all A-Level grades were graded at A*-B. In 2024, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2025 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: www.truroschoold.com/senior-school/academic/results

A Level results: [A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK](#)

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops 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 welcome and every pupil is encouraged to participate and enjoy 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. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project 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
- L&G Defined contribution pension scheme
- Lunch and refreshments provided including fruit, tea and coffee
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Salary sacrifice electric car scheme
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities

Salary and Pension Scheme

The role is graded L14 – L18 and full-time salary is circa £71k (dependent upon skills and experience), on the Truro School salary scales.

All teaching members of staff are enrolled in the L&G defined contribution pension scheme, with an employer contribution of 16.5%, and a minimum employee contribution of 5%.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives access to 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. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form





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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