



**TRURO  
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates Assistant Head of Boarding**

Commence Easter 2026

Permanent / Term Time Only

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

## 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](http://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 of Boarding

## RESPONSIBLE TO: Head of Boarding

(Working closely with the Deputy Head (Pastoral), Senior Leadership Team, Houseparents and boarding staff across all houses)

## Role Overview:

The Assistant Head of Boarding is a key residential leadership role within a warm, caring and inclusive boarding community. Working as a Houseparent and closely alongside the Head of Boarding, the post holder provides friendly, energetic, resilient, approachable, calm and highly visible leadership, supporting the strategic direction, pastoral oversight and day-to-day life of boarding across the School.

The role acts as a vital point of connection between boys' and girls' boarding houses, helping to ensure consistency of practice, shared standards and a strong sense of one boarding community. Boarding is an extension of family and community life and, as such, this role requires flexibility, presence, sound judgement and a collaborative, people-centred approach.

A core element of the role includes shared oversight of operational systems, compliance, safeguarding, medical care (including out-of-hours support), staff development and the effective use of technology to support safe, well organised boarding practice. The Assistant Head of Boarding also plays an important role in the promotion, recruitment and retention of boarders, and in shaping a positive, forward looking boarding culture.

Accommodation is provided, as this is a residential position.

## Key Purpose:

- To work in close partnership with the Head of Boarding, providing dependable, thoughtful and caring leadership across all aspects of boarding life.
- To help create a friendly, inclusive and welcoming boarding community in which pupils feel safe, supported and valued.
- To support high quality pastoral care, wellbeing, PSHE provision, safeguarding and medical care across all boarding houses.
- To share oversight of the operational, logistical and compliance requirements of boarding, including Boarding National Minimum Standards and UKVI expectations.
- To help build a strong, collegial, collaborative and supportive whole boarding team culture.
- To support and contribute to the appraisal, professional development and progression of boarding staff.
- To contribute positively to the recruitment, retention and promotion of boarding within the School.

## Key Responsibilities:

### Strategic and Operational Leadership

- Work closely alongside the Head of Boarding as a trusted, approachable and supportive colleague.
- Assist with the strategic leadership, coordination and smooth day-to-day running of boarding across all houses.
- Act as a representative for boarding, standing in for the Head of Boarding at meetings, events or discussions where required.

### **Leadership, Ethos and Whole-Boarding Community**

- Actively model the School's ethos through a friendly, caring, respectful and professional approach.
- Promote a strong sense of one boarding community across boys' and girls' houses.
- Encourage collaboration, openness and shared best practice across all boarding teams.
- Promote inclusive practice that recognises cultural diversity, individual identity and the needs of an international boarding community.

### **Pastoral Care, Wellbeing, PSHEE and Student Support**

- Support the delivery of high quality pastoral care and wellbeing provision for all boarders.
- Contribute to the planning, coordination and delivery of PSHEE for boarders.
- Maintain a visible and approachable presence across boarding, acting as an additional pastoral point of contact for pupils.
- Support the induction and transition of new boarders and families into boarding life.

### **Safeguarding, Compliance and Medical Care**

- Uphold safeguarding and pupil welfare as shared, collective responsibilities at all times.
- Support the Head of Boarding in ensuring full compliance with the Boarding National Minimum Standards across all houses.
- Support and oversee medical care outside normal school hours, including evenings, weekends and emergencies.
- Ensure consistent, accurate and confidential record-keeping using agreed school safeguarding and management systems.
- Support compliance with UK Visa and Immigration (UKVI) requirements for international boarders.

### **Staffing, Rotas and Team Development**

- Support the Head of Boarding with boarding timetables, duty rotas and staff cover arrangements.
- Support staff induction, mentoring and ongoing training, including safeguarding, medical and PSHEE expectations.
- Support the appraisal and professional development processes for members of the boarding team.
- Support the Head of Boarding with the recruitment and induction of boarding staff.

### **Boarding Operations**

- Share oversight with the Head of Boarding for key operational aspects of boarding life, including laundry provision, catering and food services, trips, transport and weekend activities.
- Support the planning, supervision and evaluation of boarding trips and activities, ensuring safeguarding and risk management procedures are followed.

Demonstrate strong IT skills and confidence in the use of boarding and school management systems.

### **Marketing, Recruitment and Retention**

- Support the Head of Boarding, Admissions and Marketing teams in promoting the boarding provision.
- Contribute to boarding tours, open days, recruitment events and promotional activities.
- Help ensure current boarders feel valued and supported, contributing positively to retention.

### **General Duties**

- Be resident in and be the main point of contact in Malvern House.
- Undertake other duties reasonably requested in support of the boarding provision.
- Willingness to work evenings and weekends as part of a residential boarding role.

## Person Specification:

### Essential

- Significant pastoral experience, ideally within a boarding or residential setting
- Strong commitment to safeguarding, pupil wellbeing and inclusive practice
- Warm, approachable and caring manner with pupils, parents and colleagues
- Ability to work closely with senior leaders and support the Head of Boarding effectively
- Confidence in managing pastoral issues, including out-of-hours and emergency situations
- Good organisational skills, including experience of rotas, timetabling or operational oversight
- Confidence in the use of IT and digital systems for communication, record-keeping and compliance
- Strong interpersonal and communication skills

### Desirable

- Previous leadership or middle management experience in boarding or pastoral care
- Knowledge of Boarding National Minimum Standards
- Experience supporting or delivering PSHEE
- Teaching qualification
- Familiarity with UKVI / international student compliance
- Experience of staff appraisal, mentoring or professional development
- Involvement in boarding recruitment, marketing or admissions activity
- Experience working with international pupils and families

### General

- Uphold the ethos, values, and reputation of the School.
- Contribute fully to the wider life of the School community.
- Ensure compliance with safeguarding and child protection policies.
- Undertake other reasonable duties as required by the Head.
- Friendly, calm and resilient under pressure
- Collegial, approachable and supportive leadership style
- Reflective practitioner, open to feedback and development
- Positive role model for pupils and staff
- Ambitious and motivated to progress into senior boarding or pastoral leadership

### 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 is also a member of the Resident Houseparent team and there is a separate job description in relation to this.
- 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.

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## 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.truroschoo.com/senior-school/academic/results](http://www.truroschoo.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.

## 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](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
- 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

### Appointment

The appointment will commence Easter 2026. This will be a permanent, term time only position. This role is offered on a 10-year tenure basis.

You will work 42.5 hours per week during term time (30 hours as a Resident Tutor and 12.5 hours as an Assistant House Parent).

### Salary and Accommodation

£21,300 per annum (based on an FTE of 0.83 and a full-time equivalent salary £25,663). Accommodation included.

Accommodation is provided, as this is a residential position. The postholder will be provided with a three bedroom house with a garden within girls boarding.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Operational, Professional and Support (OPS) staff have a pension via L&G whereby the employee contributes a minimum of 5% to their pension and the school will make a 10% contribution.

### 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](mailto: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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