



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates **Assistant Head (Director of Studies)**

Commencing September 2026

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!

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 (Director of Studies)

RESPONSIBLE TO: Deputy Head (Academic)

The Purpose of the Role:

A key member of the SSLT, the Assistant Head (Director of Studies) provides strategic leadership of the whole-school academic provision. They oversee curriculum design and development, ensuring breadth, balance, progression and full ISI compliance, while driving innovation in response to emerging skills needs, labour-market trends and national educational direction. They will chair the Curriculum Committee, manage curriculum reviews and modelling, guide subject pathways and qualifications, and ensure a forward-looking programme of study. This role acts as SSLT lead for MIS and academic data systems, oversee the options process and timetable oversight, and ensures compliance with all examinations and awarding-body requirements. Their work will secure an academically ambitious, coherent and future-proofed learning environment.

The Assistant Head (Director of Studies) is a key member of the Senior School Leadership Team, central to shaping strategic and tactical priorities across the School as an educational institution, a business, and a charity. They are accountable for achieving ambitious targets that strengthen the School and advance its long-term vision. Their strategic role includes active involvement in the School's planning cycle - contributing to annual reviews, termly monitoring, and the appraisal of senior staff. They lead on selected academic policies, ensure compliance with legal and ISI standards in partnership with senior colleagues, and prepare reports for the Governors as directed by the Head.

They line manage and develop senior academic staff including Heads of Departments - promoting a collaborative, proactive, and professional team culture rooted in the School's values. They will contribute fully to School life, attending key events, fostering strong relationships across the community, and supporting a vibrant and inclusive ethos. They also play a central role in staff recruitment by reviewing applications, shortlisting, interviewing, and observing lessons where appropriate.

Alongside their strategic responsibilities, they help ensure the smooth daily running of the School - overseeing the safe and effective delivery of lessons and activities, supporting major events and entrance exams, and maintaining clear communication among staff, pupils, and parents. They undertake SSLT duties, support staff wellbeing, contribute to the School's public profile through representation and marketing, and offer appropriate cover during school holidays.

Key Duties and Responsibilities:

Curriculum leadership

- Provide strategic leadership of the whole school curriculum, ensuring breadth, balance, progression, and full ISI compliance.
- Ensure the curriculum evolves in response to emerging future-skills priorities, labour-market trends, and national educational direction (DfE and sector guidance), positioning it as a distinctive and forward-looking offer nationally.

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- Chair and lead the Curriculum Committee, shaping long-term academic direction and driving innovation in curriculum design.
- Oversee curriculum reviews, qualifications, subject combinations, and resource planning to ensure an ambitious and contemporary programme of study.
- Conduct curriculum modelling and scenario planning to optimise staffing, class sizes, and the School's capacity to deliver a dynamic, future-ready curriculum.

MIS, Academic Data Systems

- Act as SSLT lead for the School's MIS (iSAMs), ensuring accuracy, coherence, and efficient data use.
- Work closely with the School's Data Manager on system structure, maintenance, permissions and workflows.

Options & Timetabling Oversight

- Lead the annual options process for GCSE, Sixth Form, and mid-school transitions.
- Work with the School Timetabler to oversee timetable construction and staffing allocations.
- Ensure accurate and timely communication of subject pathways and options information to pupils and parents.

Examinations & Qualifications Compliance

- Line manage the Examinations Officer and ensure compliance with JCQ and awarding-body requirements.
- Oversee the secure planning and delivery of internal and external examinations.
- Ensure robust exams processes, invigilation, storage and exam-related communications.
- Provide leadership on results day(s) logistics and post-results administration. -results administration.

Line Management Responsibilities

- Line manage academic Heads of Department (shared with ALT).
- Line manage the Data Manager, Examinations Office and Library Lead.
- Provide coaching and professional support to middle leaders to strengthen leadership capacity.

Academic Operations & Compliance

- Lead or contribute to academic policies including curriculum, assessment, examinations, homework, and reporting.
- Support staffing and timetabling arrangements for school and academic events such as vaccinations and special events.
- Lead curriculum-related elements of inspection and compliance documentation.

People and organisational management:

- Support middle managers in fulfilling their leadership responsibilities and provide direct line management as appropriate.
- Work closely with the Head and Deputy Head (Academic) to ensure high professional standards and assist with staffing matters as needed.

Additional Responsibilities

- Support School events as required
- Assist with the recruitment of teaching staff.
- Be available during holiday periods for results days, options changes, and exam-board communications.

Person Specification:

Essential:

- Strong alignment with the School's mission and aims, with a commitment to actively model and promote the behaviours and values expected of others
- Proven leadership and management, with the ability to raise and sustain high levels of student attainment through fostering accountability and reflective practice among staff.
- Exceptional organisational skills and attention to detail, with the ability to deliver complex processes with accuracy and reliability.
- Strong competence in MIS and academic data systems (iSAMS experience desirable).
- Demonstrable commitment to collaborative working practices.
- Proven ability to develop and implement policies that support the delivery of the School's strategic priorities.
- Excellent classroom practitioner who can lead by example and support pedagogical excellence across the School
- Ability to manage change effectively and remain resilient and adaptable under shifting circumstances
- Excellent communication skills, understanding strong listening skills and the ability to engage confidently with a range of stakeholders
- Proven experience of promoting the health, wellbeing and safeguarding of children and young people, with a secure understanding of statutory responsibilities.

Desirable:

- Additional qualifications relating to academic leadership
- Experience of 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

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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

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

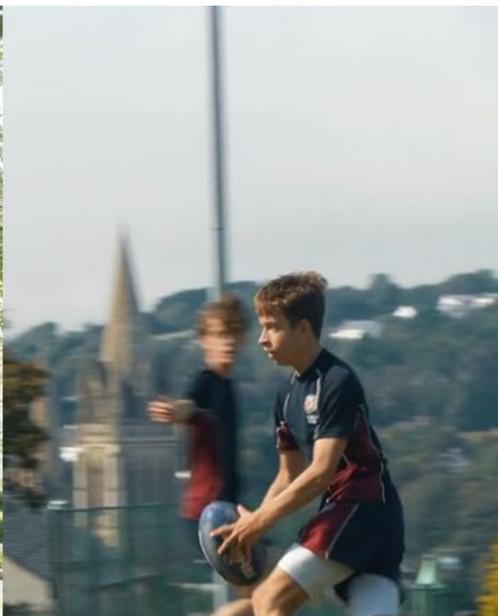
Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or 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 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@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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