



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates **General Subjects and Drama Teacher** **Truro School Prep**

January 2027

Full Time / Permanent

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

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

From Rob Morse, Head of Prep



Dear Candidate,

Thank you for your interest in the role of General Studies and Drama Teacher here at Truro School Prep.

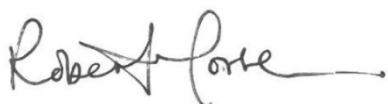
Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital 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 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 excellent 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 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.



Rob Morse

Head of Prep

The Role- General Subjects and Drama Teacher

Responsible to: Deputy Head of Prep

SPECIFIC RESPONSIBILITIES INCLUDE:

- Enthusing the school population and promoting a love of learning;
- Demonstrating excellent practice in the classroom;
- Be aware of, contribute to, and implement the department's schemes of work;
- Leading drama productions
- Assisting the Head of Departments in reviewing and developing the curriculum;
- Overseeing and analysing the assessment of pupils;
- Liaising with the Assistant Head (Academic) and SENDCo to ensure the needs of pupils with learning difficulties are met;
- Ensuring the inclusion of ICT skills within lessons.

THE GENERAL RESPONSIBILITIES:

- Plan and prepare for the short, medium and long term;
- Teach according to the educational needs of the pupils in line with the school's educational support policies;
- 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;
- Contribute to the School's extra-curricular programme
- Undertake supervision duties as required by the Head of Prep or Deputy Head;
- Provide pastoral care and guidance to pupils as appropriate;
- Participate in staff meetings as required by the Head of Prep;
- Undertake INSET as part of the school's development plan and in agreement with the Head of Prep through participation in the school's appraisal process;
- Adhere to the school's policies regarding reporting to parents;
- Adhere to the school's policies regarding child protection and safeguarding;
- Adhere to the school's policies regarding children with learning difficulties;
- To act at all times as a professional member of staff.

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:

- A relevant degree
- Qualified teacher status
- A love of working with children in the 7-11 age-range

- An experienced teacher with proven excellence in the classroom
- Experience of leading drama productions
- Commitment to personal Continuous Professional Development (CPD)
- Excellent communication, organisational and planning skills
- Commitment to serving the academic, spiritual, pastoral, moral and co-curricular needs of pupils
- Willingness to contribute to the busy co-curricular life of a leading independent school
- A good sense of humour and willingness to become an active member of the staff team
- Ability to empathise with the feelings of others and willingness to adapt to the needs of colleagues and children
- Ability to adapt to situations whilst remaining calm and positive
- Maintain good relationships with pupils and exercise appropriate authority
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Sympathetic to the ethos of an Independent, Methodist school.

The following Experience and Skills are Desirable:

- Ability and willingness to drive a minibus

ADDITIONAL

- Truro School and Truro School Prep are 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 daily contact with children.
- This job description sets out the 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.
- This role is expected to also participate fully in the life of the School

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.



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 staff 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 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 will end this academic year with 285 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 at least 95% of Year 6 (c50 pupils) proceed into 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 c800 pupils, including a Sixth Form of around 150. In the Senior School there are also 40-50 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.

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
- Generous Defined Contribution Pension scheme with L&G
- Well supported Continued Professional Development and training opportunities
- Lunch and refreshments, including tea, coffee and fruit
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities, and access to staff only fitness sessions
- Free onsite parking
- Discounted school fees
- Employee Assistance Programme
- Electric Car and Cycle to Work salary sacrifice schemes
- Employee benefits platform and discounted shopping voucher platform

Salary and Pension Scheme

The appointment will be permanent with a start date of January 2027. The starting salary is dependent on skills and experience. Truro School has its own pay 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 GP 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. 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 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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