



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates** **Assistant Head (Pastoral) and DSL** **Truro School Prep**

Commence Easter 2025

Full Time / Permanent

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschooool.com](http://www.truroschooool.com), [recruitment@truroschooool.com](mailto:recruitment@truroschooool.com)

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

## From Andy Johnson, Head and Rob Morse, Head of Prep



Dear Candidate,

Thank you for your interest in the role of Assistant Head (Pastoral) and DSL 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. 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<sup>1</sup>" 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](http://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.

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

Andy Johnson  
Head

A handwritten signature in black ink that reads "Rob Morse". The signature is written in a cursive style.

Rob Morse  
Head of Prep

---

<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

# **Job Description: Assistant Head (Pastoral) and DSL Truro School Prep**

**ACCOUNTABLE TO:** Head of Prep

**OUTLINE OF POST:** Responsible for the pastoral care and wellbeing of pupils aged from 3 – 11 at our Prep School. Leading and supporting the Safeguarding team.

## **KEY DUTIES AND RESPONSIBILITIES:**

The Assistant Head (Pastoral) will have overall responsibility for the pastoral care of pupils, working alongside the Deputy Head to create the best pastoral structures possible to support the wellbeing of our pupils. They will also lead and support our Safeguarding team. The Assistant Head (Pastoral) will also support the Deputy Head and Assistant Head (Academic) with day-to-day operations of the School.

The Assistant Head (Pastoral) will play a significant role in advising the Head and Deputy Head on school management, policy and procedures 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.

The Assistant Head (Pastoral) is likely to have a weekly teaching commitment of approximately 50% of a full timetable (flexible depending on the school's needs). The postholder will be part of the Prep School Leadership Team (PSLT); this will require attendance at regular meetings, including before the start of each term. The Leadership team work as a cohesive and supportive group (committing to appropriate levels of confidentiality), ensuring a positive, dynamic and energised way of working. Members of the PSLT are supported by the Head and Deputy Head and have regular opportunities to discuss all aspects of their role.

PSLT members may be contacted over the holiday periods for urgent school business, and this will apply particularly to this role due to safeguarding responsibilities.

The Assistant Head (Pastoral) will be required to prepare reports for, and attend some governors' meetings, most notably the Education Committee, which will include reporting to governors on pastoral and safeguarding matters.

The post holder will be expected to play a full part in the pastoral and extra-curricular life of the School including the wider school community, functions and events.

## **AS DESIGNATED SAFEGUARDING LEAD, THE ASSISTANT HEAD (PASTORAL) 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.
- Have the status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.
- Promote and safeguard the welfare of children and young persons throughout the School
- Undertake such other comparable duties as the Head requires of you from time to time.

\* Please note, the detailed job description for the duties of the DSL is as identified in KCSIE 2024.



## **SPECIFIC DUTIES OF THE ASSISTANT HEAD (PASTORAL) 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 developing and updating the School's Self-Evaluation Form and the development, implementation and monitoring of the School's Development Plan.
- Leading Safeguarding and Child Protection across the Prep School as the Designated Safeguarding Lead and work closely with the DSL at the Senior School.
- Collaborating closely with the Deputy Head to coordinate all pastoral areas of school life for ISI inspection, including Spiritual, Moral, Social and Cultural provision as well as provision for Inclusion, Equality and Diversity.
- Taking the lead on all matters of reward and consequence
- Constantly monitoring behaviour across the school and manage incidents as appropriate. This may involve investigations into pastoral, behavioural and bullying incidents and implementing and overseeing relevant consequences.
- Leading operational aspects of MyConcern and monitor and communicate with staff setting action plans and reviews as required.
- Ensuring the pastoral needs of pupils are met, from Nursery to Year 6.
- Collaborating closely with key staff such as Key Stage Leaders, the SENDCo and the pastoral team
- Assisting the Deputy Head with the roll out of the Extra Curricular Activities programme, working closely with the HR department to ensure that appropriate vetting and safeguarding checks are in place.
- Responsibility for the Prep School House System, to ensure it is embedded and embraced within the School's culture.
- Overseeing the PSHE curriculum as PSHE Coordinator to ensure that the programme meets statutory requirements and is 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 pastoral policies.
- Overseeing the monitor roles to ensure that the pupils have meaningful and well-defined leadership roles.
- Supporting the induction of new staff, early career teachers, supply teachers, Operational, Professional and Support (OPS) staff and student teachers as necessary.



- Identifying Continuing Professional Development needs of staff and lead INSET activities as required.
- Establishing priorities for expenditure and monitor the effectiveness of spending and usage of resources.
- Developing and implementing a programme of communication and education for parents, to assist them in supporting their children pastorally.

## **PEOPLE AND ORGANISATIONAL MANAGEMENT:**

- Support all middle managers in the fulfilment of their responsibilities as managers, and provide more direct management of other staff, as appropriate.
- Work closely with the Head and Deputy Head to ensure that all staff demonstrate high standards and support with addressing staff issues as appropriate.
- Collaborate with the Deputy Head to ensure that there is an appropriate mentoring and induction system for new staff.
- Ensure that there is efficient and effective communication between the teaching staff and support staff for the efficient and happy running of the School.
- Take initiative in responding to any crisis or emergency, along with other senior staff, and be part of the Crisis Response Team.
- Ensure that there is efficient and effective communication between the teaching staff and the OPS staff for the efficient and happy running of the School.

Please note, this is not a definitive list and you may be assigned other duties as appropriate to the role.

## **PERSON SPECIFICATION**

### **Essential:**

- Warmth, resilience and integrity
- 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
- A personal academic profile which will inspire confidence in students, colleagues and parents
- Experience of leading initiatives and managing change
- First-rate knowledge of, and interest in, current educational developments
- An ambitious vision for the future
- Strong record keeping and documentation skills
- Proven ability to work collaboratively in a team environment

### **Desirable:**

- Relevant experience in school and pastoral leadership
- Further qualifications relating to pastoral leadership
- Leading whole school academic initiatives
- Ability and willingness to drive a minibus



## Hours of work:

Indicative hours are 7.45am to 6.15pm, Monday to Friday during term time. However, as a member of the PSLT, the hours of work will be broadly determined by the requirements of the position and the successful candidate will be expected to work the necessary hours to fulfil it. It is to be expected that some weekend and evening work will be required during term-time as an integral part of the role.

## ADDITIONAL:

- Truro School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with children.
- This role is expected to also participate fully in the life of the School, including attendance at evening and weekend functions and events, Open Days and sometimes at exhibitions off-site.
- The post holder will be expected to play a full part in the pastoral and co-curricular life of the School including the wider school community, functions and events.
- 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.*



## 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 Prep educates around 300 pupils between the ages of 3 – 11. From Nursery 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.

Learning takes place both inside 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 that 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.

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](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
- 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 Program
- Electric Car and Cycle to Work salary sacrifice schemes
- Employee benefits platform and discounted shopping voucher platform

### Salary and Pension Scheme

The role is graded ML3 and full-time salary is circa £55-60K (dependent upon skills and experience), on the Truro School salary scales.

From January 2025, all teaching members of staff will be 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 Care First as our EAP provider so all employees have access to a 24/7 helpline 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](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 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.**

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschool.com](http://www.truroschool.com), [recruitment@truroschool.com](mailto:recruitment@truroschool.com)

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