



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates

SEN teacher

Truro School Prep

Commence September 2025

Part time (0.6fte) / 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

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



Dear Candidate,

Thank you for your interest in the role of SEN 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. 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.

A handwritten signature in black ink that reads "Andy Johnson". The signature is fluid and cursive.

Andy Johnson
Head

A handwritten signature in black ink that reads "Rob Morse". The signature is fluid and cursive.

Rob Morse
Head of Prep

Job Description: SEN teacher, Truro School Prep

ACCOUNTABLE TO: Prep SENDCo, 0.6fte

OUTLINE OF POST

This is an exciting opportunity for a passionate and dedicated SEN (Special Educational Needs) teacher with exceptional knowledge and experience in supporting diverse learners to join our Prep staff team. You will work with students across various SEN needs, providing tailored teaching and support. The ideal candidate will possess energy, enthusiasm, and a creative approach to meeting the needs of every child, helping them achieve their full potential.

KEY FUNCTIONS

- Be an enthusiastic and innovative teacher who can motivate and inspire students using a wide range of teaching strategies enabling them to make good progress.
- Have an excellent knowledge of SEND and how this impacts on teaching and learning in the classroom.
- Teach co-educationally across the age groups, encouraging and developing skills of the students in their classes, setting high expectations.
- Plan for and deliver excellent teaching and learning.
- Be aware of and implement department programmes of study and contribute to these working documents to keep up with current pedagogies.
- Actively contribute to the co-curricular life of the School. This may include before School, after School, and occasionally at weekends.
- Show innovation and vision
- Adhere to the School's and department's code of conduct on Health and Safety
- Be a team player who is adaptable, motivated and has leadership qualities.

The general responsibilities of all teachers at Truro School are to:

- actively participate in the co-curricular life of the School
- plan and prepare for the short, medium and long term.
- teach according to the educational needs of the students.
- provide a stimulating environment for learning to take place.
- assess, record and report on the development, progress, behaviour and attainment of students and maintain effective records.
- participate in all necessary arrangements and procedures for the Assess, Plan, Do, Review cycle.
- maintain good order and discipline among students.
- undertake supervision duties as required by the Senior Leadership Team.
- provide pastoral care and guidance to students as appropriate.
- participate in staff meetings and discussions as required by the Senior Leadership Team.
- undertake INSET as part of the School's development plan.
- participate in the School's monitoring and evaluation annual cycle.
- adhere to the School's policies and procedures regarding reporting to parents.
- act at all times as a professional member of staff.



PERSON SPECIFICATION

Essential:

- an excellent classroom practitioner who can lead by example.
- recent and appropriate experience of working with Key stage 1, 2 and EYFS pupils.
- proven experience in teaching individuals and small groups of children
- an appropriate teaching qualification/experience.
- experience with working with young people with neurodiversity including: dyslexia, dyscalculia, dyspraxia, ASC, ADHD, SPD.
- commitment to inclusive teaching and learning with an understanding of the neurodiversity approach to pedagogy.
- an understanding of how neurodiversity impacts upon learning and behaviour in the classroom and be able to advise and support subject teachers.
- innovative, reflective practitioner who can demonstrate the willingness to adapt and learn.
- inspired by the School's mission and aim, and a commitment to vigorously promote and model the behaviours and values expected of others
- collaborative working practices developed and demonstrable
- ability to manage change and work under the pressure of changing circumstances.
- excellent organisation skills with the proven ability to implement and see things through to completion.
- excellent communication skills, both written and verbal.
- a clear enhanced DBS disclosure.
- an empathy and understanding of expectations within Independent Schools education.
- an understanding of the School's Methodist traditions and ethos.
- the ability to use ICT to a high standard within the classroom context.

Desirable:

- Additional qualifications in Specific Learning Difficulties, including dyslexia and dyscalculia.
- Additional qualifications in Autism.
- Additional qualifications in ADHD.
- Additional qualifications in Speech, Language & Communication needs.

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 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:

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- **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 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 appointment will commence September 2025 and the starting salary is dependent on skills and experience. Truro School has its own pay scales and offers a generous defined contribution pension scheme run by L&G.

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 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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