



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates** **Teaching Assistant (Supporting Early** **Years) Truro School Prep**

Commence: June 2026

Permanent / Term Time Only / 30 hours per week (4 days including  
4 mornings of breakfast club)

## From Kieran Topping Chief Operating Officer



### **Welcome to Truro School!**

Thank you for your interest in the role of Teaching Assistant 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](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 blue ink, appearing to read 'Kieran Topping'.

Kieran Topping  
Chief Operating Officer

## **Job Description: Teaching Assistant, Prep (Supporting Early Years)**

### **ACCOUNTABLE TO:**

Head of EYFS

### **CORE PURPOSE:**

To work with and support the members of the teaching staff at Truro School Pre-Prep, usually in the classroom with a teacher, to support access to learning for pupils and provide general support to a teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

### **KEY TASKS AND RESPONSIBILITIES:**

#### **To work under direct supervision/instruction to support access to learning by:**

- Working with and supporting small groups or one-to-one within the classroom setting;
- Undertaking general clerical/organisational support for the teacher.

#### **Support teachers by:**

Having a good understanding of the EYFS curriculum and the importance of play-based learning.

- Setting out equipment in an interesting and stimulating way before the activities of the day and clearing away equipment after use, encouraging the assistance of the children;
- Being aware of pupil achievements/progress/problems and reporting these to the teacher as agreed;
- Undertaking pupil record keeping as requested;
- Being aware of/working within planned learning activities;
- Contributing to planning e.g. for individual pupils, including the use of Development Matters alongside other literacy/numeracy;
- Working with teachers in managing pupil behaviour and reporting difficulties as appropriate;
- Gathering/reporting information from parents/carers as directed;
- Using Tapestry as directed by the teacher;
- Providing clerical/administrative support e.g. photocopying, typing, filing etc.;
- Supervising and involvement with practical activities;
- Supervising and involvement with children in outdoor play areas;
- Generally supervising at lunchtimes and break times of Pre-Prep children;
- Supervising groups of children on school visits;
- Sharing responsibilities for compilation of displays;
- Helping control and maintain various resources and records, books materials, equipment etc.;
- Making use of available audio/visual aids and display where appropriate;
- Providing caring support to the children at all times;
- Administering First Aid following regular updating of Paediatric First Aid Course;
- Assisting with the development of the children's social skills e.g. toileting, dressing and use of knives and forks;
- Participating in the care of children awaiting collection by parents;
- Attending In-Service Education Training courses as required;
- Undertaking 'Wraparound' duties on a rota basis;
- Supporting and liaising with the members of the teaching staff of the Pre-Prep and Prep

The above list is not exhaustive and a flexible, proactive approach is required

**PERSON SPECIFICATION:**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• A relevant and recognised Childcare qualification (at least NVQ level 3 or equivalent);</li> <li>• Good basic education to GCSE level in literacy and numeracy, or the equivalent;</li> <li>• Proven ability to communicate effectively at all levels, with children, parents and staff;</li> <li>• Ability to provide high-quality childcare, and creative play;</li> <li>• Awareness of Health &amp; Safety issues in working with children;</li> <li>• A basic level of computer literacy;</li> <li>• Calm and polite manner;</li> <li>• Enthusiastic and willing to work as part of a team;</li> <li>• Current First Aid certificate; and/or current Paediatric First Aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Recent and appropriate experience of working with young children;</li> <li>• Willingness to get involved with the life of the school in terms of sport and extra-curricular activities;</li> <li>• An empathy and understanding of Independent Schools;</li> <li>• In sympathy with the Methodist foundation of the school.</li> </ul>

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
- Pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea and coffee
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Terms of Employment

This role is permanent, part time, term time only, working 30 hours per week.

The shift pattern is Monday to Thursday, 7:45am till 8:15am (Breakfast club) and then 8:15am till 3:45pm with a 30-minute unpaid break during the school day.

### Salary

You will have two separate contracts, one for your Breakfast club role and one for your Teaching Assistant role.

The Teaching Assistant role is graded at NT1 on the OPS Salary Scales. The starting salary will be approx. £14,352 per annum based on a fte of 0.5472 and a full-time equivalent salary of £26,228pa.

The Breakfast club role is graded at NT1 on the OPS Salary Scales. The starting salary will be approx. £1,029 per annum based on a fte of 0.039 and a full-time equivalent salary of £26,228pa.

### 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 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:

<https://unlock.org.uk/topic/about-criminal-records/>

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.**

