



**TRURO  
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates Head of Boarding**

Commence September 2022

Full-time / Permanent

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

We are 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 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, flowing style.

Andy Johnson (Head)

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

# The Role

This is a superb opportunity for an experienced and dynamic pastoral leader to drive, manage, and deliver excellence in boarding at Truro School. The School currently has a strong boarding community of 70-80 pupils, boys and girls, aged 11-18. They are a mixture of UK and international boarders from diverse backgrounds and corners of the globe, bringing an important and highly valued globalism to our wider school community of around 830 pupils in total.

Building on strength, the successful candidate will show the ability to evolve, market, and deliver an ambitious, dynamic, and progressive vision for the future of boarding in a School that has boarding development and expansion as a core aspect of its strategic planning.

Joining our excellent school as the Head of Boarding is a unique lifestyle opportunity. The successful candidate will become an integral part of our School's community in the heart of Cornwall. Living on site in family sized accommodation in the boarding house, the post holder will ensure our pupils are supported, inspired, valued and developed throughout their time at Truro School, feeling it truly to be a home from home.

Operating within parameters set by the Head, Deputy Head (Pastoral) and Governors, the Head of Boarding has executive responsibility for boarding at Truro School. They will ensure that regulatory compliance is met at all times, and that there is an ongoing thirst for best practice. As well as being central to Truro School's boarding strategy, the post holder will be required to efficiently and effectively manage the staffing, organisation and resourcing the boarding houses and to ensure provision for the safety, wellbeing, and positive personal development of all boarding pupils.

The post holder will be expected to provide timely, clear, and relevant advice to the Head, Deputy Head (Pastoral) and Governors and relish ownership and responsibility for boarding policy documentation, marketing, budgeting, staffing, facilities improvement, and by personal example and leadership, setting the standards that are expected of all those associated with boarding at Truro School. The post holder will be a key member of the Boarding Steering Group that drives our boarding strategy.

The Head of Boarding will be a Deputy Designated Safeguarding Lead and will be a member of the Senior Pastoral Team. They will maintain either a reduced teaching timetable or other equivalent set of responsibilities outside of their boarding responsibilities. They will have the best interests of boarders and the wider pupil community at the core of what they do, and will be expected to support and contribute collaboratively and constructively to the effectiveness and quality of pastoral care across the school, working with the DSL in regard to matters of child protection.

# Job Description: Head of Boarding

RESPONSIBLE TO: The Deputy Head (Pastoral)

## KEY FUNCTIONS

### Strategic and Advisory

- To work closely with the Head, Deputy Head (Pastoral), Business Director and other members of the Boarding Steering Group on the development and delivery of boarding strategy.
- To work with the Deputy Head (Pastoral) to create an annual development plan for Boarding to support delivery of the school's strategic plan, and to represent and enhance the boarding community.
- To work closely with the Head of Admissions and the Head of Marketing and Communications to ensure the ongoing and increased popularity of boarding at Truro School in line with strategic targets.
- To support the Head and Head of Admissions in the oversight and compliance of the school in relation to the regulations and requirements associated with the Tier 4 sponsorship of international boarders.
- To identify and positively represent the needs of the boarding community in relation to the overall needs of the school.
- To proactively identify opportunities to improve the quality and nature of boarding provision and the boarding experience, and to enact improvements.
- To ensure that school policies and guidance documents related to boarding, including those on the website, remain up to date, compliant, appropriate to the school's ethos and values, and reflective of best practice.
- To produce written and verbal reports on boarding related matters for the Senior Leadership Team, Compliance Committee, and Governors when required.
- To support the development and delivery of PSHEE generally and specifically in regard to the needs and wellbeing of boarders.
- To actively represent the boarding community in the wider school and attend relevant school events as the key representative and advocate of boarding.
- To relish personal and professional development as an active part of the school's annual development planning and appraisal cycles, as well as to ensure that all other boarding staff follow this lead.
- To undertake additional duties that the Head or Deputy Head (Pastoral) deem reasonable.

### Managerial

- To be a resident in a boarding house and be responsible for its day to day running.
- To line manage the head of the other boarding house and the resident and non-resident house tutors.
- To promote the effective implementation of the National Minimum Standards for Boarding Schools with a particular emphasis on the health and safety of the pupils and staff.
- To chair a routine, formal and minuted meetings with the residential boarding staff.
- To enact a framework of regular house reviews, including routine visits and follow ups with all the various houses.
- To ensure that all procedures in the houses are up to date, safe and implemented correctly.
- To liaise with other key staff and departments within the school to ensure the safety of boarders, boarding staff, and the quality of boarding provision. This will include the medical centre, Facilities, Operations, Estates, the Chaplain, Heads of Year, Tutors, Designated Safeguarding Lead,

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Head's EA, Deputy Heads and Head, with particular reference to the needs of the boarding community.

- To ensure that the attendance records and travel arrangements of all boarders are managed safely, effectively and in line with the requirements of Tier 4 compliance.
- To maintain efficient, organised and up to date records and data to support all aspects of boarding life and boarders' progress and wellbeing.
- To ensure that an effective induction programme is in place for all the boarders and that all staff associated with boarding are aware of and fulfil the responsibilities of their roles, including before and after the start and end of terms.
- To be accountable to the Deputy Head (Pastoral) and the Finance Director in the management of the boarding budget.
- To ensure all types of boarding provision are valued, empowering, and work effectively eg, full boarders, flexi boarders and day boarders.
- To oversee the planning and management of a vibrant, varied, and enriching programme of weekend and evening boarder activities, including trips, and in line with all relevant visits policy.
- To ensure that a programme of rolling maintenance is in place for all the boarding house.
- To further develop the use of ORAH to support the management and wellbeing of pupils.
- To ensure that duty rotas for boarding staff are fair, effective, and communicated in a clear and timely manner.
- To be responsible for the annual review and update of the boarding handbook and to ensure that all parents and guardians receive the appropriate information regarding boarding arrangements, including the start and end of terms.
- To ensure boarding reports are produced for each pupil in accordance with the school's assessment and reporting policy, and to maintain positive and constructive relations with boarding families and guardians.

## **Pastoral Care**

- As Deputy DSL, to assist the Designated Safeguard Lead in ensuring the safety and protection of all boarders and to be an active member of the Safeguarding team.
- To be a key member of the pastoral leadership team and attend Senior Pastoral Meetings.
- To have an overall knowledge and awareness of boarders' wellbeing, strengths and weaknesses both from an academic and pastoral perspective and to ensure that the pupils needs are being appropriately met by the boarding staff so that they can thrive and flourish in our care.
- To ensure that the specific needs of overseas boarders are managed effectively, including the requirements to meet the sponsorship of the Tier 4 pupils.
- To ensure the start and end of term Heathrow shuttle runs are organised and staffed in line with policy.
- To proactively and clearly ensure that communication between and across boarding staff, parents, guardians, carers, and pupils is always helpful, constructive and efficient.
- To ensure all boarding staff produce care plans for specific boarders when necessary.
- To help to develop and enhance pupil voice and to carefully review boarder feedback and action it when appropriate.
- To ensure that all staff have effective pupil information before boarders arrive at Truro School.

## **Personnel and Training**

- To play a key role in recruiting, supporting, guiding, training, developing and motivating the boarding staff and ensure that they are line managed to perform as a cohesive and positive team.
- To ensure that the boarding staff have a clear understanding of their roles and responsibilities, with appropriate job descriptions that they adhere to, and that these roles are monitored and updated in accordance with the school's development and appraisal cycle.

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- To set staff targets and ensure that they are achieved and recorded in compliance with our development and appraisal cycle. Where necessary to implement disciplinary or performance monitoring procedures with the support of HR and other colleagues.
- To help provide in-house boarding Inset as and when required.
- To ensure that all boarding staff and their spouses/partners undergo an effective, co-ordinated and up to date programme of training.
- To host social events for the boarders and staff and welcome any new staff into the boarding community.

### **Health and Safety**

- To represent the boarding community on the health and safety committee.
- To ensure that there is a suitable and sufficient risk assessment programme for the boarding areas and activities.
- To monitor and review boarding safety procedures annually and make recommendations for any necessary improvements.
- To ensure that regular fire drills are carried out in all houses and the outcomes recorded.

### **Inspections**

- To help prepare and oversee the production of paperwork and procedures in readiness for any inspections with specific responsibility for the National Minimum Standards in Boarding.
- To ensure that the boarding handbook is up to date and effective for purpose.
- To be a member of the Compliance Committee.
- To ensure awareness and compliance towards all aspects of UKVI regulation related to the life and operation of boarding.



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## 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 right candidate will have current and significant boarding experience and will already have been a pastoral leader who is able to demonstrate their experience and ability to care for and to inspire both the boarders in their care and the staff team they lead. They will be a robust and compassionate line manager, administratively organised and will have excellent written and verbal communication skills. They will have a good knowledge of how to run a boarding house and an ability to think strategically and to envisage and enact positive change. They will:

- Be inspired by the school's values and ambition and keen to model the behaviours and values expected of others.
- Be a sensitive and caring individual who understands the challenges of a boarding school and able to act and decision make astutely and constructively under pressure.
- Have the leadership and management skills to develop our boarding provision.
- Be able to work positively with others and be able and ready to adopt a flexible approach as dictated by circumstances.
- Have excellent organisation and time management skills.
- Have excellent communication skills, with the confidence and presence to inspire and engage pupils, staff, parents, guardians and carers.
- Have the ability to build relationships inside and outside school, and keep abreast of education developments nationally and internationally.
- Be an energetic, positive and practical individual, with the ability to take both a long-term strategic approach and to handle situations immediately as they arise.
- Have the ability to relate to and understand the problems faced by young people in their care.
- Have a record of promoting the health, welfare and safeguarding of children and young people.
- Have a high level of tact and diplomacy to manage difficult conversations with a high degree of sensitivity towards constructive outcomes.
- Have leadership skills and a willingness to consult others, but with a track record of identifying priorities and getting things done effectively and efficiently.
- Be ready and willing to work flexibly, adapting to the needs of the boarding community, and, when necessary, for limited periods outside of term time.
- An empathy and understanding of Independent Schools.
- Understanding and support for the School's Methodist tradition.

*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 universities.

Two thirds of GCSE and iGCSE grades in 2021 awarded were 9-7 (or A\*/A), with a 28% at grade 9.

In the same year, we were pleased to report 74% of A-Levels were graded A\*/A. Furthermore, 89% of all A-Level grades were graded at A\*-B, with a 100% pass rate.

Further information can be found here: [www.truroschoo.com/senior-school/academic/results](http://www.truroschoo.com/senior-school/academic/results)

## 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 (including performing at the Edinburgh Fringe Festival every two years) 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](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



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## 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, with accommodation
- 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, coffee and use of an espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Appointment Date

The appointment will commence September 2022. It is a permanent, full time role with a probationary period, and could suit either a teacher or non-teacher with the relevant experience.

### Salary

This is a middle leadership role on our Truro School middle leadership salary scales. The salary will be approx. £46,000-£52,000 pa. dependent on experience.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Teaching staff currently have the Teachers' Pension Scheme. Non-teaching staff have a pension via the Pensions Trust whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Pensions Trust, and the School will make a 10% contribution.

### 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 forms 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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