



The Samworth Church Academy is a partner of the [Southwell and Nottingham Multi Academy Trust](#), and our Academy is unique. An Academy that strives to provide the very best academic education which results in all students reaching their academic potential.

In addition to this we place an equal emphasis and importance on the personal development of the individual. We actively encourage young people to learn through experiences provided in a safe and secure learning environment. The Academy buildings are state of the art and are second to none in the local area. Our staff are highly qualified and developed to provide the most up to date learning experiences we can offer.

We have created an environment rooted in a Christian ethos – although we do not exclude those of other (or no) faiths. We have created a safe and happy place that children enjoy attending. We stimulate and challenge them with Outward Bound activities. In short, we help our students become the people they want to be and provide them with a curriculum which will give them the life chances they deserve.

Students are at the heart of everything we do, they come first without exception. We hope this philosophy and our [values and vision](#), encourages you to consider working with us at the Samworth Church Academy.

### [Academy Ethos](#)

Within this Academy people come first. Everyone is valued, respected and encouraged to have a say in how their Academy is run. We provide a welcoming environment for students of all faiths or none, serving all in the local area.

The Academy prepares students to live happy, fulfilling, rewarding lives and to be good citizens, whatever they choose to be. The Academy is distinctively Christian in ethos and outlook, promoting tolerance and mutual respect. There is no place for bullying and other forms of unfair discrimination.

The Academy does this by raising people's aspirations and opening up the possibilities of what they can become. Our can-do culture nurtures self-confidence and self-esteem. Our students learn through successes and setbacks on their journey of self-discovery. Quality, a business and enterprise culture and outstanding leadership at all levels is central to Academy life.

As part of our innovative approach to teaching we encourage students to challenge themselves and to help others, embracing the Outward Bound approach. We have created conditions for enjoyable learning and aim for the highest standards. Close partnerships with schools, colleges and the wider community enrich the life of the Academy. We play an active role in the social and economic development of the area.

### [Christian Ethos](#)

Our Christianity is at the heart of the Academy's ethos. So, to promote and encourage Christian values, we think it's important that everyone is involved in an act of collective worship and that all have the opportunity to take an accredited religious course.

## **RECRUITMENT AND SELECTION PROCESS**

### **VISITS**

Prior to applying for a post we are happy to arrange a private conversation regarding the role or arrange a visit to the academy. Please contact the academy to arrange a mutually convenient time.

### **APPLYING**

Application forms can be found on our website or can be downloaded on TES. Completed application forms should be emailed to [recruitment@tscacademy.org.uk](mailto:recruitment@tscacademy.org.uk)

### **THE SAMWORTH CHURCH ACADEMY JOB DESCRIPTIONS**

The Samworth Church Academy provides generic job descriptions for each level of job, rather than post-specific job descriptions. Generic job descriptions describe a range of examples typical of the accountabilities for a specified role and candidates should be aware that they will not necessarily be expected to carry out every activity listed.

Equally, a particular role may carry accountabilities that are not specifically detailed in the job description, but are deemed to be of equivalent value, so the generic job description should not be viewed as exhaustive. Candidates who are shortlisted will have the opportunity to discuss the specific requirements of the role at interview.

### **SHORTLISTING**

Shortlisting will take place shortly after the closing date and candidates meeting the right criteria will be taken forward. So that we compare candidates fairly, we only consider the information on the completed application form and Supporting Documentation. We do not accept CVs in lieu of a completed application form. Unexplained gaps on applications may result in a candidate not being shortlisted.

We aim to contact all successful candidates within two weeks of the closing date. Due to the volume of applications we may receive we are unable to provide feedback at the shortlisting stage for candidates who have not been shortlisted.

### **INTERVIEWS**

Shortlisted candidates will be contacted prior to interview with details of the proceedings. Candidates should be aware that as part of the interview process any gaps or discrepancies on their application form will be explored.

We aim to hold interviews within 2 weeks of the advertised closing date. We endeavour to give you as much notice as we can of the interview arrangements, and details of any additional selection exercises. We ask that you confirm attendance at interviews as soon as you can, and that you let us know if you need any special arrangements making to ensure a fair selection process, e.g. for access to premises.

### **SELECTION EXERCISES**

We are committed to recruiting the best possible candidate for the position, and recognise that interviews alone may not always give a complete picture. Where appropriate, we may ask you to undertake a relevant task or exercise to demonstrate a particular skill or aptitude. These will normally take place on the same day as your interview.

## REFERENCES

References will be requested, where permission has been given, before interview for all shortlisted candidates and where necessary employers may be contacted to gather further information.

## SAFEGUARDING

We undertake very thorough checks to ensure that we meet our obligations to protect the children attending the Academy. Successful candidates will be required to undertake an enhanced check for regulated activity via the Disclosure and Barring Service. You will be required to provide;

- Original documents to allow us to apply for a Disclosure and Barring Service enhanced check for regulated activity.
- Original copies of Certificates for all relevant qualifications.
- Evidence that you have the right to work in the UK e.g. UK passport, birth certificate or other appropriate documents.

## OFFERS

Any offers of employment will be made as soon as possible after interview and will be subject to satisfactory background checks.

Good Luck and thank you for your interest in working with us at the Samworth Church Academy.