



Applicant Information Pack



Information for Candidates

Welcome to Tudor Grange Samworth Academy

Thank you for your interest in applying for a role at **Tudor Grange Samworth Academy**. We are incredibly proud of our school, and I consider it a privilege to serve our community as Principal.

Tudor Grange Samworth Academy is an oversubscribed all-through school in Leicester, serving pupils from Nursery through to Year 11. We are a diverse and inclusive school with a simple but ambitious vision: to ensure that every child flourishes academically, socially, spiritually and personally, regardless of their starting point. This commitment underpins every decision we make and every interaction we have with our pupils and families.

Our recent external reviews have recognised the considerable strength of our provision and the positive culture that exists across our school community.

In January 2026, the school was inspected under Ofsted's new framework. The inspection recognised strong performance across the vast majority of inspection areas, including Safeguarding, Attendance and Behaviour, Curriculum and Teaching, Personal Development and Wellbeing, Leadership and Governance, Inclusion and Early Years. Inspectors found that: *"Pupils understand and follow the school's clear routines."* They also recognised the calm and purposeful culture that pupils experience every day: *"Pupils behave well in school"* and *"Leaders have worked with focus and determination to improve the attendance of pupils."*

Most importantly, safeguarding was judged to be fully effective, with inspectors concluding that: *"The safeguarding standards are met."* This reflects years of careful work to establish a culture where pupils feel safe, supported and able to succeed.

Our 2026 SIAMS inspection also celebrated the strength of our Christian vision and the inclusive culture that exists across the academy. Inspectors described the school as: *"A welcoming and nurturing community where all are known and valued."* Inspectors also recognised the exceptional care provided for vulnerable pupils: *"The pastoral care for pupils is impressive"* and highlighted the support given to colleagues: *"High-quality support for staff is enabling them to experience life to the full, professionally and personally."*

I consider myself fortunate to work at a school where I genuinely enjoy coming to work each day. This is largely because of the remarkable team of teaching and support staff who work here. Our colleagues are highly skilled, committed and passionate about making a difference. They share a collective determination to ensure that every pupil receives the very best educational experience possible.

At Tudor Grange Samworth Academy, we have exceptionally high expectations of ourselves and our pupils. Our **TUDOR Values of Tolerance, Unity, Democracy, Opportunity and Respect** sit at the heart of everything we do. We believe that strong relationships, clear routines and a deep sense of belonging create the conditions in which pupils thrive.

We are particularly proud of our commitment to inclusion. Our work with disadvantaged pupils, those with special educational needs and pupils requiring additional pastoral support is central to our mission.

Beyond the classroom, pupils benefit from a rich programme of opportunities including Duke of Edinburgh's Award, STEM activities, sport, leadership opportunities, music, performing arts and enrichment experiences that broaden horizons and develop character. We want every pupil to leave us with not only excellent qualifications but also the confidence, resilience and character needed to succeed in life.

As part of the Tudor Grange Academies Trust, staff benefit from extensive collaboration, professional development and career progression opportunities. We are committed to investing in our people through high-quality CPD, instructional coaching, leadership development and partnership working across our family of schools.

Whether you are at the start of your career or seeking the next leadership opportunity, joining Tudor Grange Samworth Academy means becoming part of a school that is ambitious, inclusive and committed to continuous improvement. You will join a team that works hard, supports one another and remains relentlessly focused on improving the life chances of young people.

I wish you every success with your application and very much look forward to meeting shortlisted candidates.

Thank you for considering joining our school community. I hope the information enclosed gives you a flavour of what makes Tudor Grange Samworth Academy such a special place to work and learn.

Yours sincerely,

Aiden Bannon
Principal
Tudor Grange Samworth Academy



Informal visits and conversations about the post are most welcome.

Student Services Administrator

Closing date: Thurs 17 Sept 26

Planned interview date: Mon 21 Sept 26

Start date: ASAP

Contract type: Part Time
37 Hours/
41 weeks

Salary: GRADE 2 Points 3-4

Contract term: Permanent

The Role

To provide administrative and clerical support to designated Cambridge College, including PA support to the Associate College Leader.

About Our School

Senior Leadership Team

The Senior Leadership Team at the Academy are committed to creating an environment where every pupil and member of staff has the opportunity to reach their potential and where the happiness and well-being of staff and pupils is a high priority.

Mr Aiden Bannon	Principal
Mrs Wendy Cooper	Primary Principal
Mr Michael Phelan	College Leader
Mrs Amelia Morton	College Leader
Mrs Rohina Dassu	College Leader for Safeguarding (DSL)
Mr Rory Cook	Associate College Leader, Durham
Mr Adam Daybell	Associate College Leader, Cambridge
Mrs Edel Hawthorne	Associate College Leader, Oxford

Chair of Governors

Mrs Kay Goddard

Staff Well-being

We actively place staff well-being at the centre of everything we do. In our experience, happy teachers and associate staff make a happy school. Our staff are our single biggest asset, and the success of our pupils depends on them. So we take care of, and invest in them, properly!

A few of the things we offer are:

- A comprehensive CPD programme for all staff whether they are NQT, RQT or aspiring leaders
- Paid lunchtime duties, including a free lunch on the day of the duty
- A supportive, open and approachable leadership team
- Friendly colleagues who are always happy to help each other

We really value our staff and will do whatever we can to meaningfully demonstrate that.

Recruitment and Selection Policy and Procedure

Safer Recruitment

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. The successful applicant will be required to undertake an Enhanced DBS check. All applications will be considered on their merit and the post will be offered subject to the usual health and criminal record clearance. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Canvassing

Canvassing any member of staff, or governor, either directly or indirectly, is prohibited and will be considered a disqualification

Relevant Policies

Safeguarding Children Policy

Recruitment and Selection Policy and Procedure

Equality and Diversity Policy

The academy reserves the right to withdraw the advert prior to the closing date.

Academic Organisation

At Tudor Grange Samworth Academy we operate a two-week timetable with 25 one-hour lessons in each week.

The philosophy of Tudor Grange Samworth Academy is that each pupil is entitled to a curriculum that prepares them for life's opportunities, responsibilities and experiences. Statutory requirements of the national curriculum are supplemented by the academy's broader curricular provision.

At key stage three, pupils follow a common curriculum. In years 10 and 11 pupils are offered greater choice, enabling a more personalised curriculum that meets the needs of each individual learner.

Key Stage Three

All pupils will study the full KS3 National Curriculum throughout years 7-9. This curriculum has been creatively designed to provide a breadth and depth of learning experiences, ensuring that pupils are fully equipped with the fundamental skills and cultural capital required to begin their GCSE courses in year 10.

Key Stage Four

The Key Stage Four curriculum is designed to give pupils every opportunity to achieve their full potential and to maximise the choices available to them at post-16. All pupils in Years 10 and 11 study English language, mathematics, science and physical education.

There is a considerable amount of curriculum choice available within all of the pathways we offer. Pupils can choose to study from a range of GCSE and vocational qualifications.

College System at the Academy

Tudor Grange Samworth Academy prides itself on building great relationships with pupils and their parents. As part of this wrap-around, the academy is structured into a series of mini-schools, known as colleges. Each college is supported by a number of key members of staff, including a member of the senior leadership team. The core purpose of this college structure is to ensure that we, as an academy, personally know each pupil and their individual needs.

Within each of the colleges, there are 5 smaller tutor groups headed by teaching staff, who deliver a range of different, targeted activities across the week. Tutor time is delivered in year groups. Colleges enter a range of competitions across the year. We encourage healthy competition and pupils really love the ownership and community they are part of. This focus on a united community allows us to recognise and reward outstanding attainment, effort and behaviour across the colleges – celebrating and rewarding accomplishments.

The colleges are titled after universities, all of which we encourage our pupils to aspire to attend. This demonstrates our belief that resilience and hard work lead to success and links directly with our own TUDOR Values. Much of our college system is built around the TUDOR Values of **Tolerance**, **Unity**, **Democracy**, **Opportunity** and **Respect**. With these values at the heart of all we do, pupils at our academy become equipped with the knowledge, skills and personality they need to become successful. Equipping pupils to reach their full potential is our ultimate ambition.



Cambridge



Durham



Oxford



Warwick

How to Apply

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**. Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section 1: Letter of Application

Please complete the application form, following the Link to MyNewTerm.

Sections 2, 3 and 4: Current/Most Recent Employment and Full Chronological History

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section 5, 6 and 7: Education, Training and Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section 8: Other Relevant Experience, Interests and Skills

Please add anything that is not already covered in your letter of application.

Section 9: References

Please provide two referees and their details. A telephone number or e-mail address often makes this process easier and would be much appreciated. The references **MUST** include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section 10: Personal Information

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teacher Reference Number (TRN) number.

Section 15: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.