



# Alternative Provision Progress Mentor

Magnus Church of England  
Academy

September 2025

# Welcome

Dear Colleague

Thank you for your interest in applying for the position of Mentoring and Support Tutor at Magnus Church of England Academy. We're really pleased you are considering working with us in a role that is key to our continued improvement and development at our school.

Magnus Church of England Academy is a mixed 11-18 academy in Newark, we are a partner school of the Diocese of Southwell and Nottingham Multi Academy Trust. We are a growing academy, with student numbers increasing year on year, you will be supporting the Principal and working closely with two Vice Principals and four Assistant Principals.

We set high expectations and aspirational targets for all our students ensuring they make outstanding progress through our broad and balanced curriculum and Christian ethos.

We have a great Senior Leadership team that is vibrant, hardworking and supportive and we are truly excited to be looking to gain a new team member.

If you would to discuss this position informally at any stage, or arrange a visit please feel free to get in touch.

In the meantime, we very much look forward to receiving your application.

Yours faithfully

Mrs Anna Martin  
Principal

# Vision & Values

## Our Vision

Develop people of good character who achieve excellence and make a positive contribution to their communities.

## Our Mission

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

## OUR CORE VALUES



### DETERMINATION

Have the courage to work hard and keep going with a relentless drive to achieve excellence.

*"Run in such a way that you may win."* 1 Corinthians 9 v24

### AMBITION

Have the belief and drive to succeed, placing no limits on what can be achieved.

*"I can do all things through Christ who strengthens me."*  
Phillips 4 v13

### COMPASSION

Comfort and support all those in need and offer grace to all in our community.

*"Be like minded, be sympathetic, love one another, be compassionate and humble."*  
1 Peter 3 v8

### INTEGRITY

Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

*"We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of men."*  
2 Corinthians 8 v21

### HUMILITY

Recognise and respect the value of everyone and celebrate success together.

*"Be completely humble and gentle; be patient, bearing with one another in love."*  
Ephesians 4 v2

# Job Description

**Job Title:** Alternative Provision Progress Mentor (KS3 or KS4)

**Salary:** Grade 5 – £25,553 pro rata salary

**Hours of work:** 37 hours per week or part time to be considered

**Contract:** Permanent, Term Time + 1 week

**Responsible to:** Alternative Provision Lead/Deputy

## **Post Objective:**

To support the Deputy and Lead for Alternative Provision with a successful curriculum programme

To deliver mentoring, core subject learning and courses to both small groups and one to one that enable student progress, engagement, and achievement.

## **Duties, responsibilities and key tasks:**

- To be able to plan, structure, organise and deliver curriculum subjects for AP students ensuring completion and achievement of qualifications.
- To work across the two provisions, having a flexible approach to your day.
- To raise KS3 or KS4 achievement including supporting students with alternative and short courses.
- To reflect with the students on their behaviour through various techniques.
- Deliver mentoring sessions for those struggling with personal organisation and truancy, and support individuals to change their behaviour and use rewards to promote positive changes and positive behaviour.
- To reduce barriers to learning through student engagement, creating excellent student relationships and improving motivation, engagement and enjoyment.
- To improve the academic performance of identified students who are underachieving against potential and in addition if affecting behaviour, work to improve levels of literacy and numeracy.
- To promote behaviour for learning strategies, create a nurturing, safe environment in which individuals can grow and learn, supporting individuals to change their behaviour and using rewards to promote positive behaviour.
- To deputise for the AP Lead & AP Deputy staff as necessary.
- To deal with safeguarding concerns according to school policies.
- To work in close collaboration with staff, attending regular inclusion meetings to enable full flow of communication.
- To support our most vulnerable students and their families to develop better learning, behaviour and social strategies and so maximise their potential.
- To liaise and communicate with parents, external agencies, and key staff in the school as appropriate.
- To meet and greet students on arrival to the provision.
- Perform any task or duty under the reasonable direction of the Director of Finance and Development.

**The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.**

**Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.**

**The post holder will also be expected to undertake any other tasks as reasonably required by the Principal, Governors or Trust Directors to ensure the efficient and effective operation of the academy.**

# Person Specification

| Category                                  | Essential  | Desirable  |
|---|--|--|
| <b>Qualification and Training</b>         | <ul style="list-style-type: none"><li>• GCSE Grade C or above in Maths and English or equivalent</li></ul>   | <ul style="list-style-type: none"><li>• Minimum of 5 Level 2 qualifications (O Levels/GCSE's at Grade C or above) including Maths and English</li><li>• Educated to 'A' level or equivalent.</li><li>• Relevant training in working with students with SEN/Behavioural issues.</li></ul> |
| <b>Skills, Knowledge &amp; Experience</b> | <ul style="list-style-type: none"><li>• A good standard of Computer Literacy including Microsoft Word &amp; Excel</li><li>• Excellent communication skills</li><li>• Ability to build sound relationships with staff, students and outside agencies</li></ul>  | <ul style="list-style-type: none"><li>• Experience of delivering Alternative Provision programmes and qualifications for students at risk of exclusion.</li><li>• Experience of working with challenging young people</li></ul>  |
| <b>Other</b>                              | <ul style="list-style-type: none"><li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li><li>• Well motivated, a self starter and makes things happen.</li><li>• Excellent organisational skills</li><li>• Driving Licence and use of own vehicle</li><li>• Reliable under pressure</li><li>• Ability to work as part of a team</li><li>• Patience and an ability to remain calm</li><li>• Flexible with a willingness to cover and support with other duties when required</li><li>• Sense of humour</li></ul> |  |



# Further Information

## Why work for Magnus Church of England Academy?

- Highly visible and supportive SLT
- Investment in leadership and career development
- Meaningful and exciting CPD that supports and develops all teaching staff
- No grading of lesson observations, a belief that everyone is always learning
- Rigorous and easy-to-use behaviour system
- Well behaved students who are polite, respectful and look smart
- Become part of the Magnus family – an enjoyable and rewarding working environment.

Please return all completed applications to [hr@magnusacademy.co.uk](mailto:hr@magnusacademy.co.uk).

**Application Deadline: Friday 18th July 2025**

**Interview Date: W/C Monday 21st July 2025**

## Get in touch

If you would like to discuss the position informally at any stage, or arrange a visit please feel free to get in touch by contacting Miss Madison Combella (PA to Principal), who will organise this for you.

Email: [MCombella@magnusacademy.co.uk](mailto:MCombella@magnusacademy.co.uk).

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E: [office@magnusacademy.co.uk](mailto:office@magnusacademy.co.uk)

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