Graduate Intern

Contract: Temporary, One Year Contract with potential to extend

Start Date: January 2026

Closing Date: Tuesday 2nd December - 9am

Welcome

Dear Colleague

Thank you for your interest in applying for the position of Graduate Intern 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 three 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 verse 24

Integrity

Have the strength of character to choose honesty and truth always 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 the man" 2 Corinthians 8 v21

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 verse 13

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 verse 2

Compassion

Comfort those in need, support those in pain and offer grace to all in our community.
"Be like minded, be sympathetic, love one another, be compassionate and humble" 1 Peter 3 verse 8

HELMET
AEF
KELLY
SMALL 54

NEWARK R

Job Description

Job Title: Graduate Intern
Salary: Grade 2, Point 2 – FTE £24,413, Actual Salary - £20,975 to be paid over 12 months
Responsible to: Alternative Provision Lead

Post Objective:
To prepare the post holder for a successful teaching career through gaining full experience of all student related roles in school. A large proportion of time is spent supporting students who are most at need through the inclusion team and student support team. Each graduate intern will be supported through a mentor programme and be attached to a teaching faculty, which for most is the subject area in which they aim to develop their teaching career.

Under the direction of line-management the post holder will challenge and support the students, help with organisational and study skills and provide homework and revision sessions.

To deliver work set when a teacher is absent.

Duties, responsibilities and key tasks:

- To support students with specific needs within the classroom as directed by the Inclusion team.
- Deliver small group tutoring and intervention sessions.
- Run homework, revision and enrichment sessions for students under the direction of the Inclusion team.
- To support students as required with organisation /numeracy/literacy/extended writing and revision.
- To offer support to the classroom teacher with the management of all students.
- To support practical learning as need arises, supporting students accordingly.
- To assist the student support team in mentoring of students promoting achievement, aspiration and engagement.
- To meet and greet all students on arrival to school, perform break duty as directed by Senior Staff and send all students off calmly at the end of the school day.
- To be linked to the Enhanced Provision Centre and support the team with the creation of resources, supporting all admin such as notice boards, ordering of resources and any other admin related duties.
- To support students with the examination process as required by the Exam Officer and SENCO.
- Perform any task or duty under the reasonable direction of the Inclusion team.

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
Education, Qualifications and Training	• Minimum of 5 Level 2 qualifications (O Levels/GCSE's at Grade C or above) including Maths and English • Degree Qualification	
Skills, Knowledge and Experience	• A good standard of Computer Literacy including Microsoft Word & Excel	• A understanding of how students develop, how to support students with literacy and numeracy, how students learn and how to motivate them • Ability to support the teacher in the classroom with all aspects of student behaviour • Ability to deliver programmes of support to small groups
Other	• Well motivated, a self starter and makes things happen. • Flexible approach and a willingness to cover and help out with other duties when required • High literacy and numeracy skills	

Further Information

Why work for Magnus Church of England Academy?

- A school on a journey of continual improvement
- Highly visible and supportive SLT
- Commitment to staff wellbeing with a clear staff wellbeing strategy
- Excellent ECT training programme
- Investment in leadership and career development
- Meaningful and exciting researched informed CPD that supports and develops all staff
- No grading of lesson observations, a belief that everyone is always learning
- Bespoke coaching and development opportunities readily available
- Rigorous and easy-to-use behaviour system
- Well behaved students who are polite, respectful and look smart
- Amazing food available as part of our Eatwell restaurant
- Become part of the Magnus family – an enjoyable and rewarding working environment

Please return all completed applications to **HR@magnusacademy.co.uk**.

Application Deadline: Tuesday 2nd December 2025 - 9am
Interview Date: W/C 8th December 2025

Get in touch

If you would like to discuss the position informally at any stage, please feel free to get in touch by contacting Miss Madison Combellack (PA to Principal), who will organise this for you.
Email: **MCombellack@magnusacademy.co.uk**.

T: 01636 60066
E: **office@magnusacademy.co.uk**
Earp Avenue, Newark, Nottinghamshire, NG24 4AB

How to apply

Application forms can be found on the Magnus Academy website: https://www.magnusacademy.co.uk/our-academy/vacancies/
All application forms must be completed fully with email addresses provided for **two** referees.

Equal Opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues. Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

All applications are reviewed with your protected characteristics anonymised. This is in line with our commitment to being an equal opportunities employer.

If you would like to discuss any accessibility requirements for the application process or the role, please contact **HR@magnusacademy.co.uk** and we will be happy to discuss.

Interview

Interviews for this role will take place on W/C Monday 24th November 2025. If you have not heard from us within three weeks of the closing date, please assume you have unfortunately been unsuccessful this time.

DIOCESE OF SOUTHWELL & NOTTINGHAM
MULTI ACADEMY TRUST

MAGNUS
CHURCH OF ENGLAND
ACADEMY