



MAGNUS
CHURCH OF ENGLAND
ACADEMY



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Welcome to Reception



Cover Supervisor

Contract: Permanent, Term Time Only

Start Date: March 2026

Closing Date: Friday 27th February 2026 - 9am

Welcome

Dear Colleague

Thank you for your interest in applying for the position of Cover Supervisor 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 like 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

Determination | Integrity | Ambition | Humility | Compassion

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

Determination | Integrity | Ambition | Humility | Compassion

Job Description

Job Title: Cover Supervisor

Salary: Grade 3, £21,980 pro rata

Hours: 37 hours per week, 8am-4pm with a 3.30pm finish on a Friday

Responsible to: Assistant Principal

Post Objective:

To provide a high standard of lesson cover as and when required, performing duties around the academy and when not covering lessons providing general support as directed by the Vice Principal.

Duties, responsibilities and key tasks:

- Supervising the students in the classroom with work left in accordance with the academy policy and preparing the learning environment and the materials used, responding to students about the work that has been set.
- To proactively deal with the management of student behaviour to ensure a constructive working environment.
- Collecting any work completed after the lesson and returning it to an agreed person/place and ensuring the room is left in good order at the end of the lesson.
- Supervising entry and departure of students and recording and reporting attendance at lessons in accordance with academy policy
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- To accompany students on trips out when requested.
- To become qualified as a First Aider and to carry out first aid duties as part of the duty requirement.
- To undertake duties, within your working hours, that may fall outside of teaching hours.
- When not covering lessons, provide general support to departments.
- Perform any task or duty under the reasonable direction of the Assistant Principal.

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 Executive Principal, Head of School, Governors or Trust Directors to ensure the efficient and effective operation of the academy.

Person Specification

Category	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Minimum of 5 Level 2 qualifications (O Levels/GCSE's at Grade C or above) including Maths and English • First Aid trained, or willing to take first aid training 	<ul style="list-style-type: none"> • Educated to 'A' level or equivalent • A teaching qualification • Degree level qualification
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with Young People • Ability to manage the behaviour of students and promote and maintain a calm working environment • Good ICT Skills • Some subject knowledge • Experience of a working environment where responding to challenge was required 	<ul style="list-style-type: none"> • Experience of working with students in a secondary school setting as a cover supervisor or teaching assistant • Experience of working with students in a secondary school setting
Other	<ul style="list-style-type: none"> • Well motivated, a self starter and makes things happen • Flexible approach and a willingness help out with other duties when required • Good level of health & fitness to cover PE lessons and relates well to young people 	

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.

Application Deadline: Monday 24th November 2025 - 9am

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 M Combellack (PA to Head of School).

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 2nd March 2026. If you have not heard from us within three weeks of the closing date, please assume you have unfortunately been unsuccessful this time.



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& NOTTINGHAM
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