



MAGNUS  
CHURCH OF ENGLAND  
ACADEMY



MAGNUS  
CHURCH OF ENGLAND  
ACADEMY

Welcome to Reception



# Apprentice Learning Support Assistant

**Contract:** Permanent, Term Time Only

**Start Date:** ASAP

**Closing Date:** Friday 10th April 2026 - 9am

# Welcome

Dear Colleague

Thank you for your interest in applying for the position of Apprentice Learning Support Assistant 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:** Apprentice Learning Support Assistant

**Salary:** Grade 1.2 £20,975 pro rata

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

**Responsible to:** SENCO

**Post Objective:**

To work under the direction of the Lead TA, supporting teaching and learning within the classroom either on a one to one or small group basis using initiative and knowledge in assessing student needs.

To play a key role in the delivery of Foundation Learning and for running short courses to small groups of students ensuring full evaluation of the courses delivered with the support of the Lead person in that area.

**Duties, responsibilities and key tasks:**

- To support students with specific needs within the classroom as directed by the Lead TA & SENCO and support IEP statement reviews.
- Run short courses to meet student need with the support of the Lead TA, using allocated PPA time to produce resources for short courses and produce differentiated resources for the faculty under the Head of Faculty & Lead TA guidance.
- To deliver short courses for example organisation/coping with ASD/numeracy/literacy/extended writing and revision.
- To support Foundation Learning through delivering course content to small groups under the direction of the Head of Foundation Learning.
- To offer support to the classroom teacher with the management of all students.
- To work in close collaboration with key staff, attending inclusion meetings as necessary.
- To support practical learning, supporting students accordingly.
- 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 contribute to the schools programme of extra provision, including before & after school clubs for students such as, homework & study support, targeting those with needs but to also promote inclusion for all.
- Monitoring individual children's needs and reporting these to the classroom teacher or Lead TA as appropriate.
- 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.
- Working to establish a supportive relationship with the children and parents concerned, encouraging acceptance and inclusion of the child promoting and reinforcing the child's self-esteem.
- Perform any task or duty under the reasonable direction of the SENCO and Lead TA.

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
<b>Education, Qualifications and Training</b>	<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> </ul>	
<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• A good standard of Computer Literacy including Microsoft Word &amp; Excel</li> </ul>	<ul style="list-style-type: none"> <li>• A understanding of how students develop, how to support students with literacy and numeracy, how students learn and how to motivate them.</li> <li>• Ability to support the teacher in the classroom with all aspects of student behaviour.</li> <li>• Ability to deliver programmes of support to small groups</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Well motivated, a self starter and makes things happen</li> <li>• Flexible approach and a willingness to cover and help out with other duties when required</li> <li>• High literacy and numeracy skills</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 10th April 2026 - 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 HR..

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

T: 01636 60066

E: [office@magnusacademy.co.uk](mailto: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](mailto:HR@magnusacademy.co.uk) and we will be happy to discuss.

## Interview

Interviews for this role will take place April 2026. 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