

Primary

Academy
Transformation
Trust

Midday Supervisor

Application Pack

Iceni Primary Academy
Main Street, Hockwold,
IP26 4LP

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01. About Academy Transformation Trust



Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

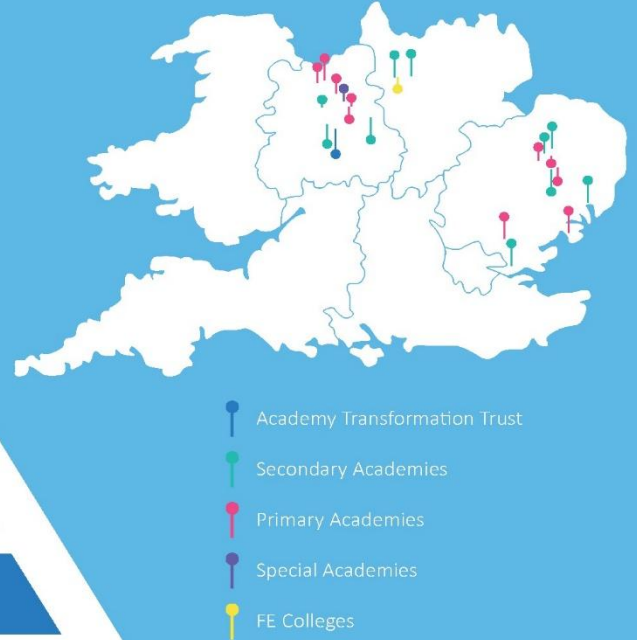
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
 Secondary | 1130
 Special | 30
 FE | 76
 Other | 75

Learners | 13,334

Primary | 2711
 Secondary | 9280
 Special | 45
 FE | 1298

Governance

People Engaged | 120+
 Trustees | 10
 Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

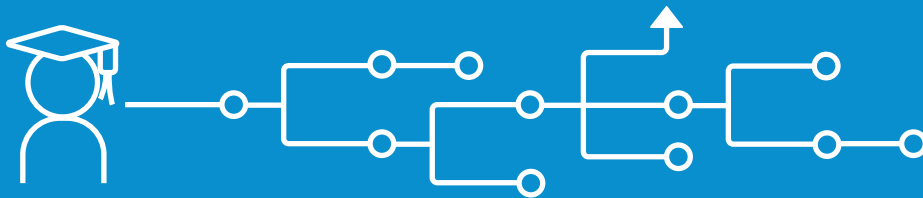


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



Iceni Primary Academy is on a journey to transform the lives of all students and staff with whom we work. We are determined to give our students the very best education possible so they can realise their full potential and succeed in their later lives, by offering them a broad and balanced knowledge-rich curriculum, rooted in strong pedagogy, throughout their time studying with us. We hold this as the gold standard for all our students, with Ofsted inspectors particularly noting that 'Leaders.... have high expectations of pupils with special educational needs and/or disabilities (SEND).'

We are fortunate, too, to work with external agencies and charities to provide opportunities not available to all schools and academies, including lessons from the Norwich School, the Duke of Edinburgh Award and access to a Combined Cadet Force at our secondary site in Methwold. The pursuit of academic excellence is paramount, but the learning experience for Iceni Primary Academy students extends far beyond the classroom. Personal development is valued in the same way as achievements in examinations, and we relentlessly celebrate success in all its forms. We support our students to develop a strong sense of responsibility as global citizens, underpinned by our academic motto: 'individually strong, unstoppable together.'

Iceni Primary Academy is part of Iceni Academy, an all-through school set across two sites. We work closely with our colleagues at our Iceni Academy Methwold site (Secondary) on curriculum and personal development, sharing values, foundations and community names with them. Our communities of Mandela, Attenborough, Pankhurst and Nightingale reflect the attributes we teach our students to have, and the values we wish them to hold throughout their lives. We teach behaviour and self-regulation as a curriculum, knowing that these skills will help our students excel in later life.

We care passionately for our staff, and place people development at the heart of our offer to them. From an in-house coaching programme for teaching staff and research-led project groups for all, and from a well-stocked CPD library to access a wealth of opportunities afforded by the ATT Institute, we are committed to supporting all colleagues develop to be the best that they can be. We work closely with the Trust and colleagues at other ATT academies to share shining examples of best practice in all of our teams.



Our PD Curriculum is delivered through three pillars:



[Click to Learn More](#)



[Click to Learn More](#)



[Click to Learn More](#)

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise

Find Out More Online:

[ATT Institute](#)

05. Job Description

Midday Supervisor

Main Purpose of the Role:

The successful candidate will take care and responsibility of all the children on the academy premises during the midday break between the morning and afternoon teaching sessions.

Key Responsibilities:

- Helping set the dining room up for lunch and clearing the dining room after lunch
- Checking dinner registers
- To be a visible presence at allocated areas during the academy lunch time
- Supervising the pupils whilst eating
- To interact with students and promote a culture of positive relationships
- Helping pupils pour drinks/cut food
- Supervising the playground, supporting games and play
- To challenge poor behaviour and resolve minor incidents
- To report more serious incidents to senior duty staff
- To complete statements where appropriate
- Mopping up spillages and undertaking litter picking
- To attend meetings and training where appropriate
- To be aware of and follow the academy behaviour policy
- To be aware of their responsibilities for Health & Safety of themselves and others
- Dealing with minor first aid incidents
- Undertake any other duties, which may reasonably be regarded as within a nature of the duties, responsibilities and grade of the post as defined.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented

06. Person Specification



Midday Supervisor

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of kitchen health and safety. • Communicate effectively to an appropriate standard. • Work as part of a team and individually. • Encourage high standards of pupil's behaviour at all times. • Respect confidentiality. • Ability to work and communicate with children and adults. • Ability to manage the behaviour of groups of children. • Manage basic 1st aid incidents. 	<ul style="list-style-type: none"> • Knowledge and understanding of the welfare and social needs of pupils. • Previous experience of the role. • Willingness to undertake any training recommended by the academy. • First Aid qualification (training given)
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience of supervising groups of children on a voluntary or paid basis.
Competencies	<ul style="list-style-type: none"> • Ability to keep calm under pressure. • Good communication skills. • Good time-management. • Organisational skills. • Ability to work as part of a team. • Has a patient, caring and sympathetic personality. 	
Values	<ul style="list-style-type: none"> • A professional approach to students, and staff. • An understanding of and commitment to the academy's Equalities and Safeguarding Policies. • An understanding of and respect for the confidentiality required by the post 	
Other	<ul style="list-style-type: none"> • Enjoyment of working with children. • Sensitivity and understanding, to help build good relationships with pupils. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding pupils' wellbeing and equality. • Resilient, positive, forward looking, and enthusiastic about making a difference. • Capacity to inspire, motivate and challenge children and young people. 	

07. How to Apply

Midday Supervisor

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

5 Hours Per Week
Term Time Only (39 weeks per year)

Salary:

NJC Scale Point 2
Actual Salary £2,749
FTE Salary £23,656



Closing Date:

Monday, 6 January 2025 at 12pm noon

Start Date:

ASAP



Interviews:

To be confirmed




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