



Eastern Multi-Academy Trust
Empower - Motivate - Aspire - Transform



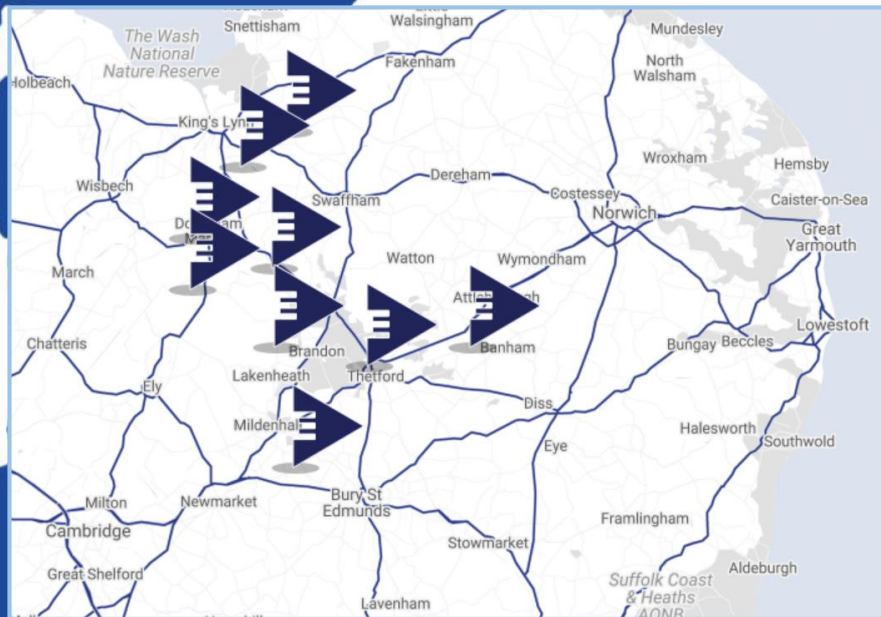
Midday Supervisor

Norwich Road Academy
Thetford, Norfolk, IP24 2HT

Recruitment Pack

About Eastern Multi-Academy Trust

"Transforming lives, transforming communities"



We are a regional educational Trust dedicated to nurturing minds and transforming communities across West Norfolk and Suffolk.

Each of our academies offer a rich tapestry of educational pathways, serving as pillars of opportunity within their respective communities. Together, we are driven by our unwavering commitment to **Empower, Motivate, Aspire** and **Transform** the lives of the pupils in our care.

Our mission is to enhance education in the region, with an emphasis on excellent teaching and elevating academic achievements above national benchmarks. We are committed to providing quality education and pastoral care to pupils and students in both primary and secondary phase academies, as well as supporting and investing in our staff collectively to ensure that professional development, career success and professional recognition is achieved.

Our depth of expertise and sector insight has helped us to achieve a number of successes across our each of our academies. For more information on our achievements, we warmly invite you to [take a look at our website](#).

If you are looking to make a real and lasting difference to the communities in which we work, we invite you to continue your career conversations with us and welcome your consideration of this role.

Norwich Road Academy



As the Principal of Norwich Road Academy, it is my pleasure to welcome your interest in joining our dynamic team.

At Norwich Road Academy, we foster strong values and build these across our curriculum. We encourage our learners to work hard, be aspirational and to be part of their community. Children should be proud of who they are and where they come from. I am proud to say that our children here are co-operative and supportive of each other.

We value the impact of continuous development and how this contributes to your own personal career profile and our vision of providing high quality learning experiences.

Thank you for taking the time to consider this career opportunity and I look forward to the possibility of working with you in the near future.

Julia Miles

Principal, Norwich Road Academy





About the role

At Norwich Road, the role of Midday Supervisor is important to ensure consistency for children to transition from their positive learning environment to lunchtime.

With a range of facilities, we can offer our children an encouraging and positive environment to not only enable them to achieve their academic potential but also provide them with a wealth of happy memories and friendships to take with them on their journey. They are at the heart of everything we do.

As a Midday Supervisor, you will be responsible for providing a safe and positive lunchtime experience for our children, working flexibly with other colleagues to ensure that all children's needs are met.

Key responsibilities

- 1. Preparation** You will be responsible for setting up equipment either indoors or outdoors to prepare for children's lunchtime.
- 2. Procedures** You will be responsible for following all Health and Safety, Safeguarding and local Academy procedures to support the safety and welfare of all children.
- 3. Behaviour Management** You will monitor and support behaviour management of children in line with the relevant policy and procedures.
- 4. Cleaning** There will be elements of cleaning equipment indoors or outdoors to ensure a clean and safe environment for all children.
- 5. Supervision for Children** Above all, your dedication will be to our children, ensuring their safety and welfare. You will support a positive, nurturing atmosphere and encouraging good eating habits and positive play.

This summary offers an overview of the key responsibilities of the role, please refer to the full job description for further details.





Person Specification

The ideal candidate will have the following personal attributes and accreditations:

	Criteria	Essential
Knowledge, Understanding and Experience	Knowledge of school standards and procedures	✓
	Knowledge of health and safety regulations within a school environment	✓
Personal & Professional Qualities	Empathy with children	✓
	Able to exert authority and give directions/instruction in a confident manner	✓
	Able to communicate with children and adults	✓
	Flexibility of approach	✓
	Ability to create a good relationship with the pupils and approachability	✓



Job Overview

Academy	Norwich Road Academy, IP24 2HT
Start date	April 2024
Reporting to	Inclusion Leader
Salary	Support Scale Grade B (£3,173 per annum, pro rated)
Pension	Local Government Pension Scheme
Hours per week	6.25 per week/ 38 weeks per year (Term time only)
Contract type	Permanent

Eastern Multi Academy Trust (EMAT) is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. Our workplace practices support a range of family friendly, flexible and inclusive work arrangements, staff engagement forums and employee support services to welcome and support staff from different backgrounds. Our ambition is to demonstrate in our work together that we promote an inclusive environment and signal our commitment to celebrate and promote diversity.

How to Apply

Applications should be received no later than **Monday 15th April 2024 at 9am.**

Please complete the online application process via our website and note that all information within your application will be treated confidentially.



We welcome part time or flexible working applicants and are committed to making work accessible for all. EMAT is an Equal Opportunities Employer and ensures that those we hire and employ are suitably qualified persons and treated fairly regardless of their Age, Sex, Race, Disability, Pregnancy and Maternity status, Marriage and Civil Partnership, Religion and Belief, Sexual orientation or Gender reassignment. We are committed to safeguarding and promoting the welfare of children and young people and keeping children safe in education, our staff are expected to share and uphold this commitment. Appointments will be subject to satisfactory references, workplace health review and enhanced DBS check including the children's barred list check as

Norwich Road Academy

Part of the EMAT Group



Eastern Multi-Academy Trust



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