



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



Midday Supervisor

Norwich Road Academy
Thetford, Norfolk, IP24 2HT

Recruitment Pack

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 | September 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 **Friday 12th July 2024**

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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