



Diocese of Norwich
Education and
Academies Trust



**Caston Church of England
Primary Academy**

**Midday Supervisory
Assistant**

A photograph of three young children sitting in a large, round wicker basket. The child on the left is a boy with short brown hair, wearing a dark blue school uniform, with his mouth open in a joyful expression. The child in the middle is a boy with short blonde hair, also in a dark blue school uniform, looking directly at the camera with a slight smile. The child on the right is a girl with blonde hair, wearing a red hooded jacket and red sunglasses, leaning her head against the basket's rim. The basket is set on a green lawn, and the background is a soft-focus natural setting.

**“Kindness, Courage,
Community and
Wisdom. These are our
guiding stars on our
Journey.”**

Oliver Burwood

CEO

The Diocese of Norwich Education and Academies Trust

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Letter from the CEO

Dear Candidate,

Thank you for your interest in joining our Trust and its family of schools. We are excited to share with you more about our Trust and the opportunities that come with being part of our community.

The Diocese of Norwich Education and Academies Trust (DNEAT) is one of two Trusts within the Diocese of Norwich. We now comprise of over 40 academies, making us one of the largest Trusts in the region and nationally.

We seek to live by all Christian values but have selected kindness, courage, community and wisdom as the key ones for our Trust. That means we put people at the centre of what we do, and we want to see them flourish and grow. Our schools and organisation are inclusive and welcoming to those of all faiths and none.

Children are at the heart of everything we do, and we use our values, and the very real power of collaboration, to improve our schools for their benefit. Evidence based CPD opportunities, at all levels, ensure that collaborative learning drives the skills and knowledge our staff need to do their very best for our children and young people.

Whatever role you're applying for, we seek individuals who align with our shared values and commitment to excellence. Within this pack, you will find an overview of DNEAT, the support we provide to our schools and employees, as well as the culture and values we uphold across all roles. We encourage you to take your time reviewing the job description and person specification to apply your skills and experience to your application.

You may also wish to explore other vacancies within our Trust, as there may also be others that match your aspirations.

I do hope you will consider taking an application forward and wish you the best of luck with the recruitment process.

Kind Regards,



Oliver Burwood
CEO

For more information about Diocese of Norwich Education and Academies Trust, please view our Trust page on [Education Job Finder](#)

Trust Aims and Values

We are collectively working to provide the best we can for the children, young people and communities we serve.

We make no apologies for having high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values.

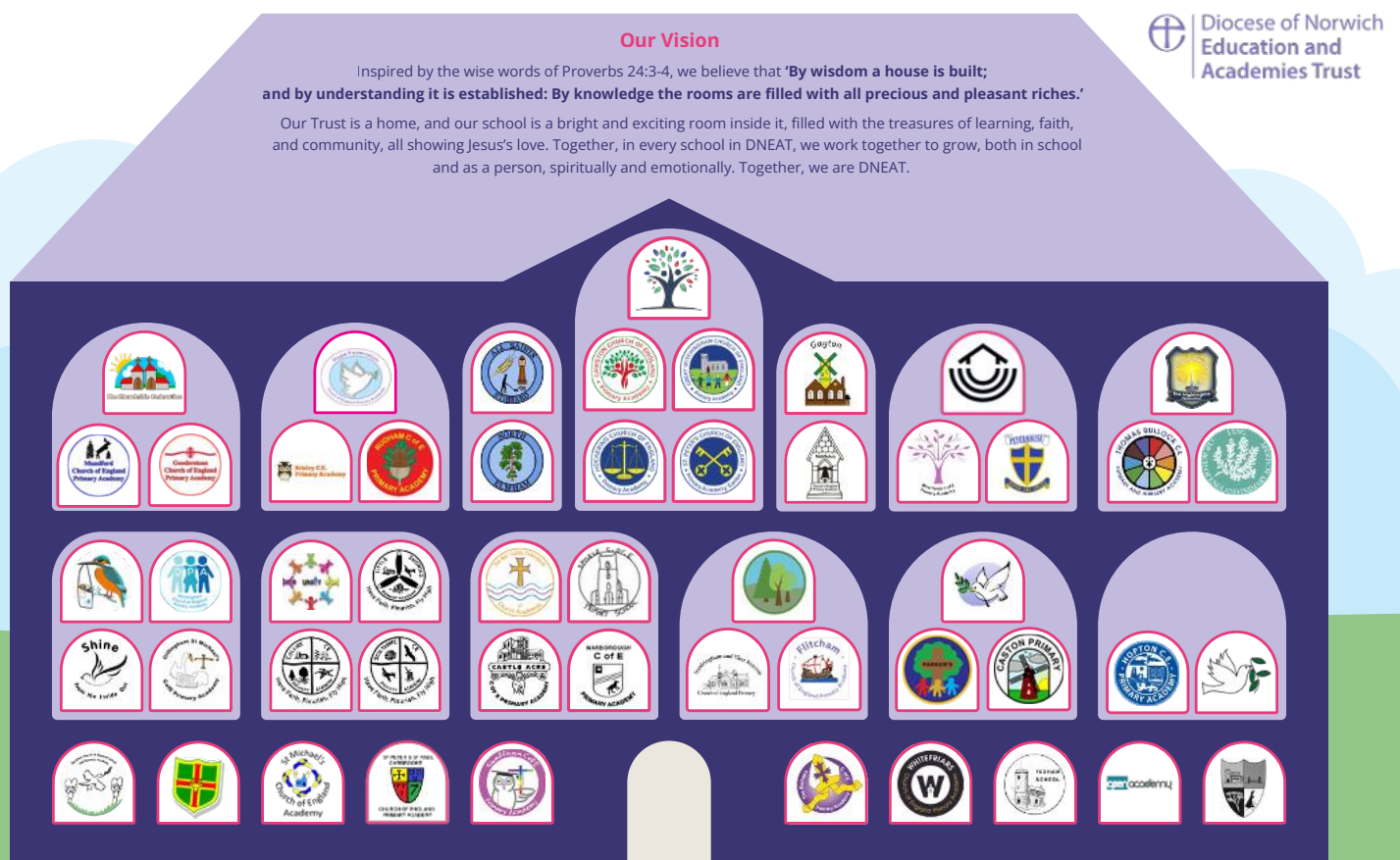
The Christian vision and values that shape our culture and practice

Our passion and ambition is to see children in all our schools achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. This shapes our ethos and culture whereby all working or volunteering within our academy trust should 'walk and talk' our Christian vision and values. A desire to see all truly flourish and to be inclusive organisations, welcoming those of all faiths and none, is at the heart of our approach.

We try to live all Christian values but have selected kindness, courage, community and wisdom as the key ones for our Trust. These are our guiding stars on our journey. That means we put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

TCP Areas

- **School Improvement:** Changes to support the ongoing improvement of the Trust's schools for its children.
- **Workforce:** Changes to support the ongoing development of the Trust's staff.
- **Finance and Operations:** Changes to support the best deployment of the Trust's financial resource.
- **High Quality and Inclusive Education:** Changes to support the development of SEND provision and outcomes for vulnerable pupils.



Our Values – At the heart of our Trust are four important values: **kindness, courage, community, and wisdom**. These link to and reflect the values of our Church of England school.

With **kindness** we show respect and care for each other.

With **courage** we face challenges and do the right thing with confidence.

In **community** we support one another, just like Jesus taught us.

Through **wisdom** we help everyone learn and grow as people.

“The CPD provided by the Trust was extremely useful when I first started leading English at DNEAT. I was new to the academy and it allowed me to use the most up to date research when monitoring and evaluating the needs of the school. I feel much more confident in my ability to lead writing and support others.”

**Annie-Elle Millington - Year Leader and Writing Lead
Joined DNEAT in 2023**



Our Academy

Caston Church of England Primary Academy and Parker's Church of England Primary Academy are friendly village schools which, as The Dove Federation, work closely together daily to deliver inclusive support and excellent opportunities for our children, families and staff. We aim to be the primary schools of choice in our local area, based on great experiences and positive outcomes.

We are proud of:

- Our strong and stable senior leadership team including Executive Headteacher, Head of School and SENCO.
- Our collaborative working and inclusivity across the Federation.
- Our strong, responsive curriculum.
- Ourselves and our children.

We really do put children at the heart of everything we do and every decision we make. Our staff are passionate about providing the very best for everyone and we encourage new ideas and creative thinking to achieve that. Every member of our school community has a vital part to play and are valued for who they are.

If you would like to work in a school that values your opinion, and believe that you can help us to become an outstanding school, contact us for an informal chat or visit. We would love to receive your application.

What We Can Offer

- An incredibly supportive community and school who look out for each other's well-being and value all contributions.
- Enthusiastic and friendly children with many families we have known over many years.
- A strong team approach, with motivated colleagues to bounce off, offering support and feedback when you need it.
- Opportunities for professional development.
- A friendly staff room where you can sit anywhere, and drinks are provided.

CAREERS IN OUR TRUST

CONTINUOUS PROFESSIONAL DEVELOPMENT

With extensive professional development opportunities on offer for all DNEAT staff, we have an experienced, high-quality workforce, confident of their career development within the Trust. We invest in our employees with a wide range of apprenticeships, internal workshops and training courses to upskill our employees and enable them to thrive in their career progression.



PENSION SCHEME

If you are eligible, you will be auto-enrolled into a pension scheme based on your job role:

- Teachers' Pension Scheme - Headteachers and Teachers
- Local Government Pension Scheme (Norfolk Pension Fund) - Support Staff



HOLIDAY AND SICK PAY ENTITLEMENTS

The Trust complies with the national terms as written within The Green Book (Support Staff), Burgundy Book (Teachers) and the School Teachers' Pay and Conditions Document.



FAMILY FRIENDLY & WELLBEING POLICIES

A family friendly focus remains imperative within the Trust and employees are put at the forefront of thinking when such policies are devised.

Policies such as the *Maternity Leave Policy* offers both Statutory Maternity Leave (SML) and Occupational Maternity Leave (OML), depending on length of continuous service, and the *Paternity Leave Policy* allows employees to have 2 weeks of leave at full pay from Day 1 of Employment. The *Menopause Policy* encourages positive attitudes towards peri-menopause, menopause and post-menopause ensuring employees feel able to ask for adjustments in order to continue to work safely and comfortably in their working environment.



BLUE LIGHT CARD

The [Blue Light Card](#) now welcomes education staff to its list of eligible individuals to benefit from more than 13,000 discounts across various sectors, including retail, hospitality, entertainment, travel and more. The Blue Light Card is a third-party benefit not directly provided by the employer and incurs a small fee for membership.



CYCLE TO WORK SCHEME

Our cycle to work scheme offers you the ability to save money on the cost of a new bike and cycling accessories. Plus, you get to spread the cost over your monthly salary and shop with a retailer that suits you. With BHN extras, you can also save up to 15% on a huge range of physical and digital gift cards from big name retailers including ASOS, Costa, M&S, Nike and many more.



BANNATYNE GYM DISCOUNT

Save on membership with a 7.5% discount off full access memberships and no joining fees.



VALUES-LED APPROACH

A values-led approach based on Christian principles that underpin the attitudes and behaviours of individuals and the family of academies.



Wellbeing Support

At DNEAT, we're committed to creating a supportive and inclusive environment for everyone.

DNEAT's Menopause Workplace Pledge

By signing this pledge - supported by Bupa and BSI - we're taking meaningful steps to ensure that those experiencing menopause feel understood, respected, and empowered at work.

This is more than a pledge - it's a promise to listen, to support, and to lead with compassion.



Accessing Support

We run a Wellbeing Champion and Menopause Ambassador network across the academies and central teams, who aim to:

- Promote a culture of openness and support around wellbeing
- Offer an understanding point of contact and normalise conversations around menopause and mental health
- Share practical resources and information
- Encourage work-life balance practices and staff-led initiatives



Mental Health First Aider

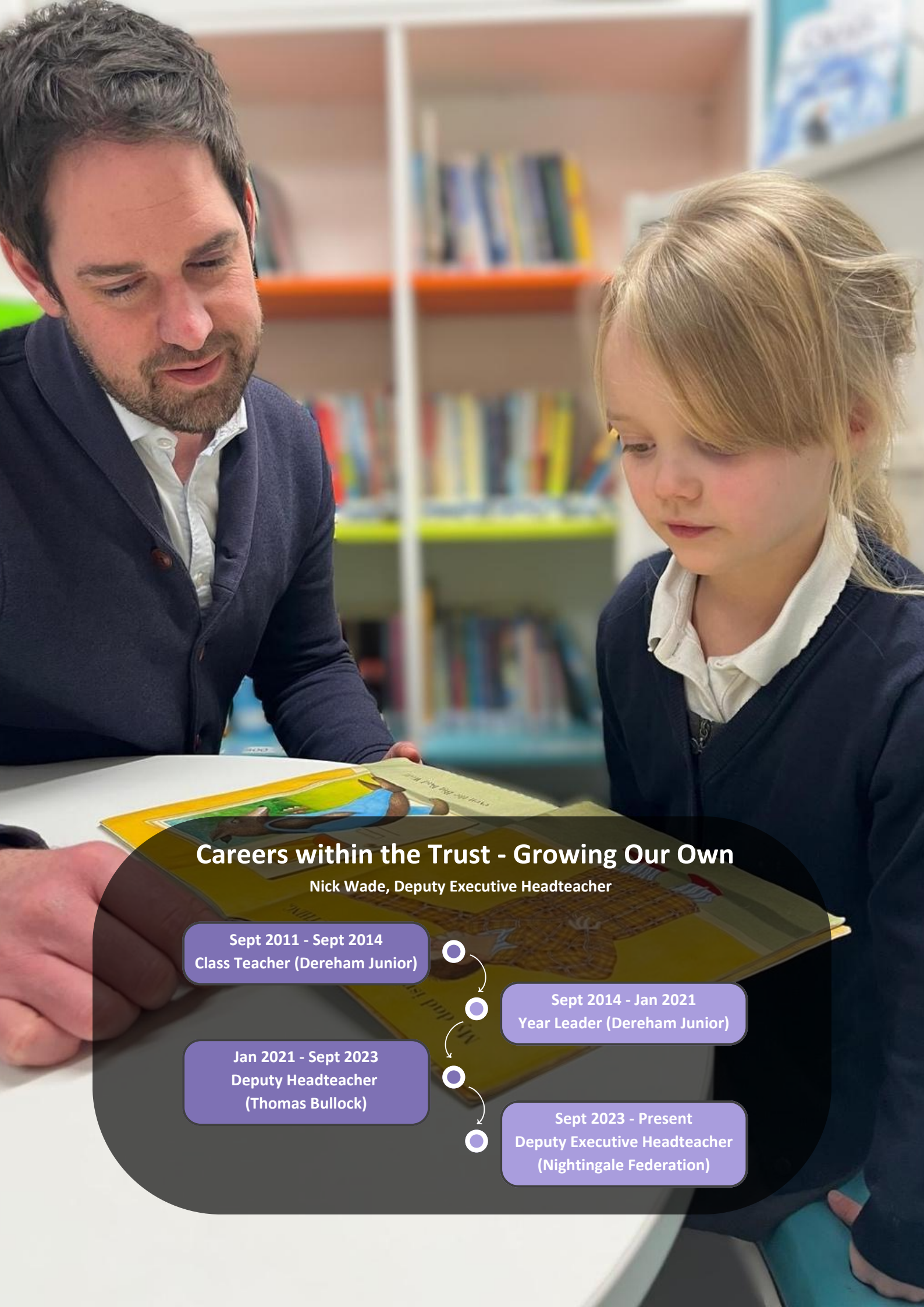
A number of academy, trust and HR employees are Mental Health First Aider trained to be able to support colleagues experiencing poor mental health and allow us to promote and maintain a healthy workplace.



Spectrum Life

Our Employee Assistance Programme, is free to all of our employees. The service provides personalised health and wellbeing content, access to resources and connections to digital health services, including 24/7 clinical support and counselling access.





Careers within the Trust - Growing Our Own

Nick Wade, Deputy Executive Headteacher

Sept 2011 - Sept 2014
Class Teacher (Dereham Junior)

Sept 2014 - Jan 2021
Year Leader (Dereham Junior)

Jan 2021 - Sept 2023
Deputy Headteacher
(Thomas Bullock)

Sept 2023 - Present
Deputy Executive Headteacher
(Nightingale Federation)

APPLICATION Q&A



Q: HOW CAN I MAKE MY APPLICATION STAND OUT?

- Read the advert, person specification & job description and apply your knowledge and experience to the criteria of the role within your application.
- Submit your application before the closing date & time.
- Fill in all sections of the form as guided. The application form contains questions which comply with Keeping Children Safe in Education (KCSIE) guidelines and is a key part of our Safer Recruitment process.
- Please note we don't accept partially filled application forms or CVs.

Q: WHAT DO I WRITE IN MY PERSONAL STATEMENT?

Using the essential and desirable criteria from the person specification and the duties in the job description, share the key evidence of how your previous employment history, qualifications and skills meet the needs of the role.

If you are looking to move into the education sector, then be sure to explain why you are interested in the role and the opportunity to develop in a new career field.

Q: WHAT HAPPENS IF I AM SHORTLISTED?

Shortlisted candidates will be sent an email containing details of the interview process, including the date/time, location and what to expect. You will also be asked to bring along key documents, such as your ID to evidence your Right to Work, your relevant qualification certificates etc.

You will be given the opportunity to request any reasonable adjustments to support you within the recruitment process.

Remember to reply to the email to confirm your attendance to the interview.

Q: WHO CAN I USE AS A REFERENCE?

- Your first reference must be your current employer, or your most recent employer. If you work in education already, this should be your present Headteacher.
- Your second reference needs to be from your previous employer.
- We do not accept character references and educational references can only be used if you have worked one role and have left education recently.
- Please note that we reserve the right to request further or alternative references from applicants.



Q: HOW WILL MY DATA BE HANDLED WHEN PROCESSING A DBS CHECK?

[For more information, please review our Secure Handling of information provided by the Disclosure and Barring Service \(DBS\) Policy on the Trust Website.](#)

For further information, please see our Safer Recruitment policies by following the below links:

- [Recruitment and Selection Policy & Procedure](#)
- [Recruitment of Ex-Offenders Policy Statement](#)

Q: IF I AM APPOINTED, IS MY OFFER OF EMPLOYMENT SUBJECT TO CONDITIONS AND PRE EMPLOYMENT CHECKS?

Yes. All of our offers of employment are conditional and subject to the relevant pre-employment checks for the role.

These will be detailed on the offer letter and completed before your start date. This includes:

- Verification of ID and proof of address
- Verification of the right to work in the UK
- At least two satisfactory references
- An Enhanced DBS and Barred List Check
- Pre-employment Health Clearance
- Verification of relevant qualifications
- Online check

Where required, we will also complete overseas checks, childcare disqualification, teaching prohibition and section 128 checks.

All checks are in compliance with **Keeping Children Safe in Education** and the **Disclosure and Barring Service Code of Practice**.

Job Description: Midday Supervisory Assistant

The Diocese of Norwich Education and Academies Trust and Caston Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher, Head of School, Federation Business Manager
Pay Scale	Band C, Point 3 FTE Annual Value: £25,614 Pro Rata Annual Value: £2,889
Hours	5 Hours, Term Time Only
Location	Based at Caston Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

Job Purpose

To ensure the safety, general welfare and conduct of pupils during the midday break period. Getting the Hall ready for lunchtime and putting away afterwards; basic cleaning and general duties in and around dining areas.

Duties and Responsibilities

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To encourage and support excellent playtimes, spotting opportunities for play to build children's play literacy
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance if needed.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

Line Management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Midday Supervisory Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.
- Any other specific requirements, e.g. maintaining registration/accreditation with an appropriate professional body.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:	Sarah Disney, Executive Headteacher
Date:	11 September 2026

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all Trust and Academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the Academy are committed to equality and value diversity. As such the Trust and the Academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

Person Specification: Midday Supervisory Assistant

The Diocese of Norwich Education and Academies Trust and Caston Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher, Head of School, Federation Business Manager
Pay Scale	Band C, Point 3 FTE Annual Value: £26,427 Pro Rata Annual Value: £17,032
Hours	5 per week, Term Time Only
Location	Based at Caston Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

	Essential Criteria	Desirable Criteria
Education and Qualifications	Strong communication skills.	- First Aid Training. - Health and Safety training.
Experience	Experience working with children of a similar age.	Experience of working within an educational setting.
Knowledge and Understanding	The knowledge that it is the responsibility of every individual for safeguarding and promoting the welfare of children.	- Experience of similar role or experience within a school environment. - Experience of actively initiating and promoting play activities with children. - Experience of working effectively as a member of a team.
Skills and Abilities	- Able to follow the Trust's safeguarding procedures and recognise when to report any concerns. - Ability to communicate to both children and adults.	

	Essential Criteria	Desirable Criteria
Other Requirements	• A professional role model who is committed to their own professional development and to developing others. • Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. • Able to work calmly under pressure and withstand stress. • Able to work flexibly, and to attend meetings and INSET days as required. • Warm and empathetic nature.	

Person specification reviewed by:	Sarah Disney, Executive Headteacher
Date:	11 September 2027

How to Apply



Please complete the application form fully via the 'Apply Now' button on Education Job Finder.

You will be asked to log in or create a Teacher Booker account so your application can be processed through our Applicant Tracking System. Please ensure you use an email address that is regularly monitored to receive updates on your application.

If you have any questions about the role, please do get in touch by contacting the academy directly via the contact details on the advert.

Please also keep a look out for further opportunities via the [Trust Vacancy Page](#) or our [Education Job Finder Page](#).



Additional Information

- The Trust is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment.
- All appointments will be subject to full safeguarding checks as well as satisfactory references.
- The Trust's safeguarding policy can be found on our website.
- This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.
- This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post.
- Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.



[Dereham Church of England Infant and Nursery Academy.](#)



[Dereham Church of England Junior Academy.](#)



[Docking Church of England Primary Academy.](#)



[St Michael's Church of England Academy.](#)



[The Bishop's Church of England Primary Academy.](#)



[The Open Academy.](#)



[St Peter & St Paul Carbrooke Church of England Primary Academy and Nursery.](#)



[Whitefriars Church of England Primary Academy.](#)



[Swaffham Church of England Primary Academy.](#)



[Yaxham Church of England Primary Academy.](#)

THE DNEAT FAMILY

Churchside Federation



[Gooderstone Church of England Primary Academy.](#)



[Mundford Church of England Primary Academy.](#)

Dove Federation



[Caston Church of England Primary Academy.](#)



[Parker's Church of England Primary Academy.](#)

Eden Federation



[Cawston Church of England Primary Academy.](#)



[Great Wingham Church of England Primary Academy.](#)



[Hockering Church of England Primary Academy.](#)



[St Peter's Church of England Primary Academy, Easton](#)

First Light Federation



[Hopton Church of England Primary Academy.](#)



[Kessingland Church of England Primary Academy.](#)

Flourish Federation



[All Saints Stibbard Church of England Primary Academy and Nursery.](#)



[North Elmham Church of England Primary Academy.](#)

OUR ACADEMIES AND FEDERATIONS

Hope Federation



[Brisley Church of England Primary Academy.](#)



[Rudham Church of England Primary Academy.](#)

Kingfisher Federation



[Ditchingham Church of England Primary Academy.](#)



[Earsham Church of England Primary Academy.](#)



[Gillingham St Michael's Church of England Primary Academy.](#)

Nar Valley Federation



[Castle Acre Church of England Primary Academy.](#)



[Narborough Church of England Primary Academy.](#)



[Sporle Church of England Primary Academy.](#)

St Matthew's Federation



[Gayton Church of England Primary Academy.](#)



[Middleton Church of England Primary Academy.](#)

The Ark Federation



[Moorlands Church of England Primary Academy.](#)



[Peterhouse Church of England Primary Academy.](#)

The Nightingale Federation



[Lyng Church of England Primary Academy.](#)



[Thomas Bullock Church of England Primary and Nursery Academy.](#)

The Sandringham Federation



[Flitcham Church of England Primary Academy.](#)



[Sandringham and West Newton Church of England Primary Academy.](#)

Unity Federation



[Colkirk Church of England Primary Academy.](#)



[Sculthorpe Church of England Primary Academy.](#)

[Little Snoring Community Primary Academy.](#)