



Dudley Wood
Primary School

Application Pack

Lunchtime Supervisor

An extraordinary education for every pupil



Welcome

Welcome to Dudley Wood Primary School! At Dudley Wood, we believe in making every day count by valuing each child as a unique individual. Our dedicated team works tirelessly to nurture our pupils' interests, talents, and personalities, ensuring they feel happy, safe, and successful. We build strong relationships with parents and carers, working together to support our children's well-being and academic achievements. Our STARS values—Sharing, Trust, Achievement, Respect, and Safety—are at the heart of everything we do. We strive to inspire a love for learning, fostering independence and confidence in our pupils. With high aspirations and no limits to what our children can achieve, we aim to empower them to be extraordinary people who contribute positively to society and their futures.

Overview

Dudley Wood Primary is a Primary school located in Dudley Wood. We have 451 pupils from age 3-11 and 56 staff members. Dudley Wood Primary was established in 1962, the school joined The Rivers CofE Academy Trust in April 2022.

At Dudley Wood Primary School, we embrace a culture that values every individual and strives to make every day count. We focus on nurturing each child's unique interests, talents, and personalities, ensuring they feel happy, safe, and successful. By fostering strong relationships with parents and working collaboratively, we aim to instill a love for learning, independence, and confidence in our pupils. As part of The Rivers C. of E. Academy Trust, we benefit from a strong culture of collaboration and success. Our enhanced and meaningful curriculum is designed to equip children with the knowledge, skills, and positive attitudes needed to thrive in society. We are committed to the Trust's vision and values, which emphasise sharing, trust, achievement, respect, and safety, preparing our pupils to be global citizens in an ever-changing world.


At this school 72% of pupils meet expected reading standard, 55% meet writing standards and 60% of students meet the math's standard. 15% of pupils are achieving at a higher standard in reading.

Our latest Ofsted judgment was: GOOD

Parent feedback:

"I wanted to let you know how proud I am that my child is part of Dudley Wood. I think the wonderful staff should be recognised for their hard work and commitment, not only towards my child but to pupils in their class.

As a working parent, I miss out on drop off and collections therefore missing out on 'catching up' with the teachers. Your staff make me feel much better about leaving my child in their care as I frequently have updates on Seesaw. Nothing is ever too much trouble! What a wonderful job staff are doing making my child feel safe and happy!"



About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



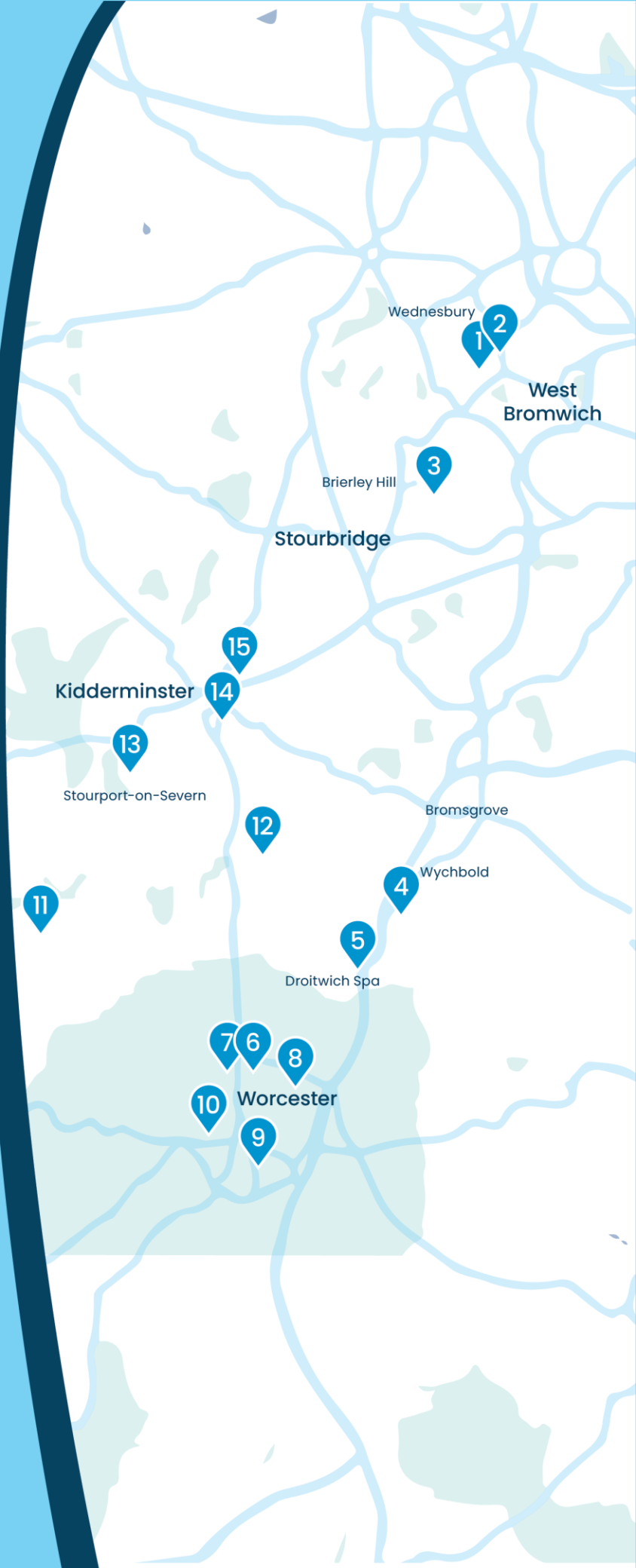
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here: www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here: www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

- Job Title:** Lunchtime Supervisor
- Salary:** Scale 1, Point 3–4. FTE £25,614–£26,016. Pro Rata'd Actual Salary: £1,303.71–£1,353.92. Term time only. 11:50am–2:05pm on a Friday. 2.25 hours.
- Contract Type:** Permanent, Part Time, 1 day per week. Starting as soon as possible
- Reporting To:** Headteacher/Office Manager
- About:** Dudley Wood Primary has an exciting opportunity to recruit a committed and enthusiastic Lunchtime Supervisor to start as soon as possible.
- Closing date for applications is Monday 29th June 9:00am. shortlisting will take place on the afternoon of Monday 29th June. Please send your applications to hr.dwp@riverscofe.co.uk.

Job Description

- Key Purpose:

- To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during lunch time.

- Main Activities:

- Supporting pupils while they eat their lunch and making sure tables are clean and that water is available.
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- To positively encourage good behaviour, healthy eating and good table manners.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.
- Ensure food and water spillages are dealt with promptly.
- Report accidents and complete accident form if necessary.
- To undertake ancillary duties as necessary (ie. setting up and clearing away tables, cleaning tables and dining area).
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed.
- Support the work of the staff and other supervisory assistants.
- To escort the children to and from the dining area and ensure their safety at all times.
- Organise and lead suitable play activities for children.
- Supervise children at all times, indoors and outdoors.
- Record inappropriate pupil behaviour and convey serious incidents to the Heads of School.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend training when appropriate and after consultation with the Heads of School.
- Attend to and report any minor first aid accidents or injuries or pupils who become ill.
- To contribute as a member of a team to ensure the ethos of the school is upheld.
- To adhere to the need for confidentiality at all times.
- To value and respect the views and needs of individual pupils.
- To be responsible for promoting the safeguarding and welfare of all pupils.
- Perform any reasonable duties as requested by the Heads of School.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct

Person Specifications

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">⌚ Basic childcare and health and safety knowledge⌚ Working with or caring for children of relevant age	<ul style="list-style-type: none">⌚ Experience in working in a school setting⌚ Appropriate knowledge of first aid Play leader training⌚ Safeguarding training
Skills and knowledge	<ul style="list-style-type: none">⌚ Participate in development training opportunities⌚ Literacy skills to be able to understand and follow school policies⌚ Be aware of cultural and social differences	
Personal qualities	<ul style="list-style-type: none">⌚ Ability to relate well to children and adults⌚ Ability to work constructively as part of a team⌚ Ability to maintain a safe, calm and happy approach⌚ Ability to use own initiative	

How to Apply

Application forms are available to download here:
<https://www.dudley-wood.sch.uk/vacancies-1/>

Please email completed application forms to
hr.dwp@riverscofe.co.uk by Monday 29th June 9am.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



The Rivers
C.of E. Academy Trust

Get in Touch

Dudley Wood Primary School

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<https://www.dudley-wood.dudley.sch.uk>

The Rivers C of E Academy Trust

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