



Dudley Wood
Primary School

Application Pack

Wrap Around Lead

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



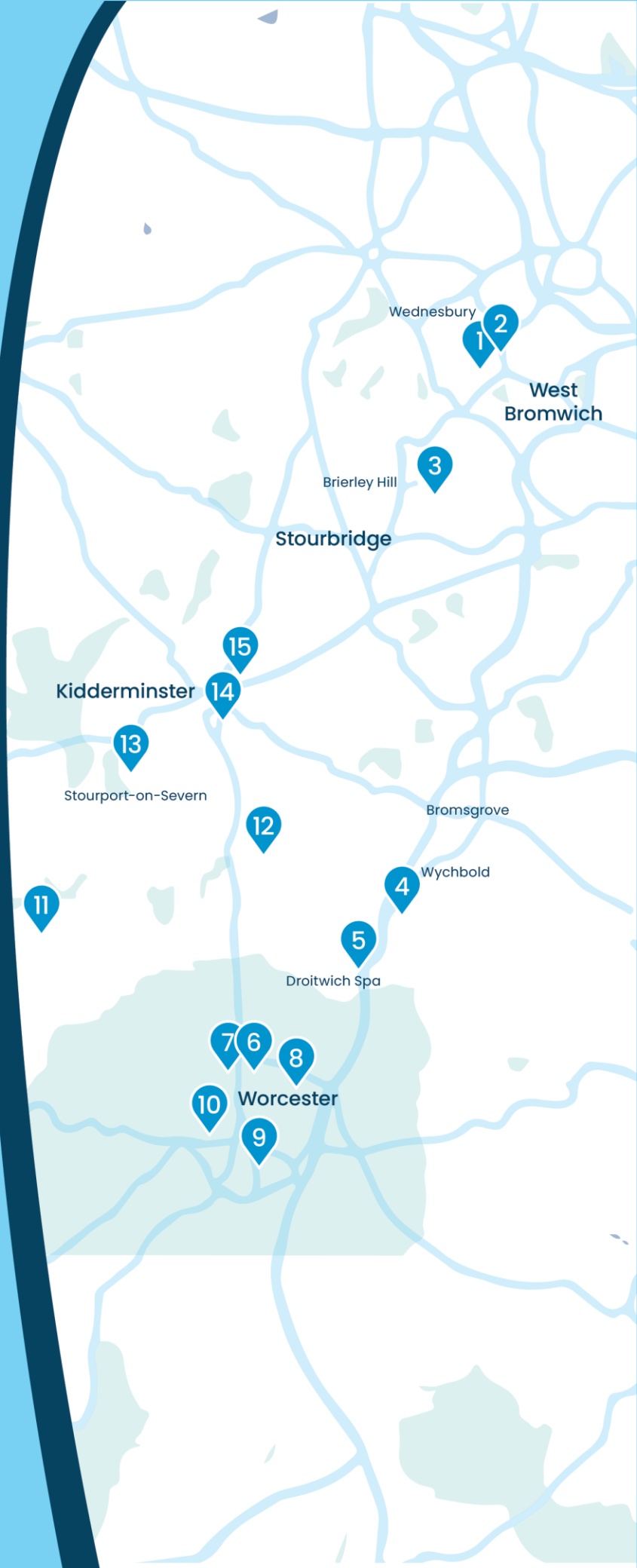
Respect



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:	Wrap Assistant Lead
Salary:	Scale 4, Point 7-17 (£25,584 – 30,060 per annum reduced proportionately for part-time hours) Actual Salary: £6,510.70-£7821.89
Contract Type:	Permanent, Term Time Only Mon-Fri, 11.25 hours per week, 3:30pm-5:45pm
Reporting To:	Headteacher/Office Manager
About:	<p>Dudley Wood Primary has an exciting opportunity to recruit a committed and enthusiastic Wrap Assistant to start as soon as possible.</p> <p>Closing date for applications is Thursday 8th January 09:00am, shortlisting will take place on the afternoon of Thursday 8th January. Please send your applications to hr.dwp@riverscofe.co.uk.</p>

Job Description

Dudley Wood Primary School Wrap Assistant – Job Description Wrap Assistant Level 3, Scale 4, Point 7–17, Salary Ranging from £6,510.70–£7821.89 per annum, 11.25 hours per week, 3:30pm–5:45pm, Mon–Fri Term time only, Permanent contract.

Key Purpose:

To actively participate in the operational delivery of good quality play and care provision for children aged 3–11 years.

To provide stimulating activities, engaging with children in a safe environment.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

Main Activities:

To plan and implement, with the support of the Level 2 Wrap Assistant, daily activities of the club to ensure the children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.

To maintain the Club to an agreed standard of cleanliness and hygiene and to advise the Office Manager/DSL of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary.

To ensure high levels of food hygiene are maintained at all times in accordance with Safer Food Better Business guidance document.


To serve food prepared by the school's external caterers.

To ensure that all relevant records are maintained and attend staff meetings and training sessions as required.

To ensure all safeguarding concerns are logged and appropriately dealt with according to the schools Safeguarding Policy.

To undertake other duties and responsibilities of an equivalent nature as determined by the Office Manager/Headteacher.

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">• Appropriate level 3 or above qualification• A good standard of general education• Experience of working with children• Reliable• Trustworthy• Good timekeeping	<ul style="list-style-type: none">• Basic understanding of food hygiene• First aid trained
Skills and knowledge	<ul style="list-style-type: none">• Ability to provide and facilitate an inclusive, safe and creative play incorporating the play principles• Communicate well with a wide range of groups and individuals• Work as a team member• Use common sense• Work in line with all the club's policies and Procedures	<ul style="list-style-type: none">• Knowledge of policies and procedures relating to child safeguarding, health & safety, security and confidentiality.
Personal qualities	<ul style="list-style-type: none">• Enthusiasm for working with children• Caring, friendly, approachable, open, inclusive, welcoming, and personable• Able to maintain confidentiality at all times• Able to be professional at all times• Able to be punctual and reliable at all times	

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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 Thursday 8th January 9:00am

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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Dudley
DY2 0DB

T: 01384 900 640

E: contactus.dwp@riverscofe.co.uk

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

The Rivers C of E Academy Trust

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T: 01299 851178

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W: www.riverscofe.co.uk/