

**SHINE**  
ACADEMIES



**Lunchtime Supervisor  
Villiers Primary School  
Candidate Information Pack**



# Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott  
Chief Executive Officer



# Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time.

SHINE Academies Trust  
Collaboration Day  
4<sup>th</sup> September 2024



Click [here](#) to watch our values video

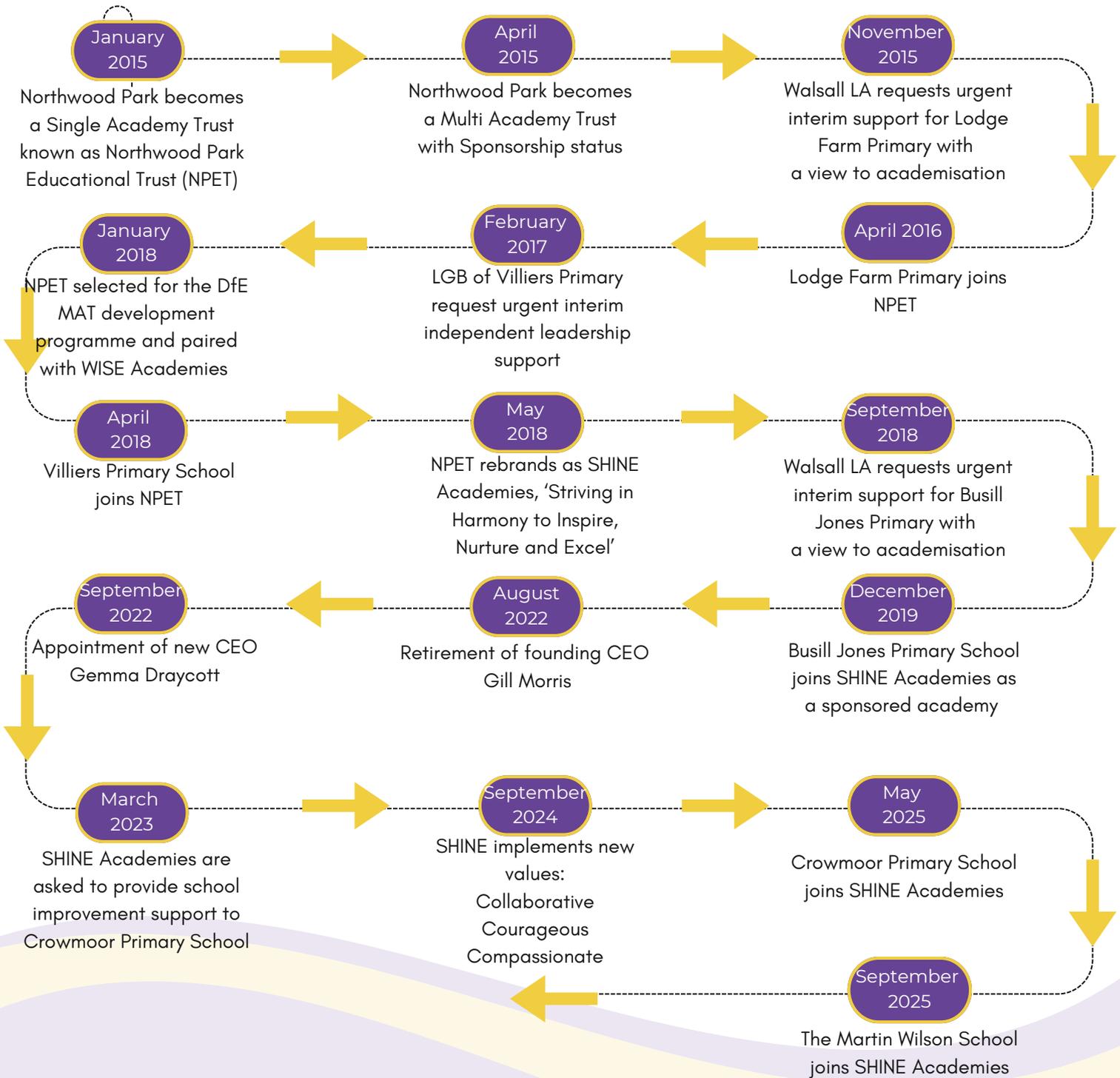
# Our Values

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

# Our Journey So Far



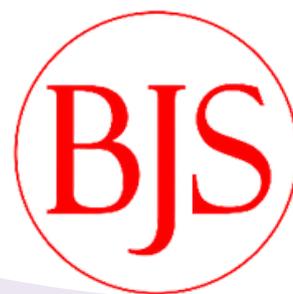
# Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

## We are proud of our SHINE family of Schools



# Employee Benefits

We offer a range of employee benefits, including:



**Excellent CPD Opportunities**

**One term time wellbeing day  
per year**



**Lifestyle & Shopping  
Discounts**

**Employee Assistance  
Programme**



**Generous Occupational  
Pension Schemes**



*Your Award-Winning Employee Benefits Provider*



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

# Villiers Primary School

## Message from the Headteacher



At Villiers, our aim is to provide our children with an understanding of the huge range of opportunities available to them in the future and to equip them with the skills and knowledge required to seize these opportunities.

Every child is recognised as a unique individual and expected to follow the school ethos – Work hard. Be kind.

We celebrate inclusion and diversity at Villiers and we believe that our differences make us stronger as a community. Everything we do is designed to prepare all children for life beyond primary school. We strive to provide enrichment opportunities so that children can discover talents, skills and new passions.

Villiers is a family - both caring and nurturing and supportive and challenging and our families are key to our success. Community involvement is an integral part of school life. Our doors are always open to families, external agencies, other professionals and community groups.

Children leave Villiers with a sense of belonging to a tightly-knit community, where they have the confidence and skills to pursue their dreams, by building relationships, applying themselves and being resilient in the face of adversity.

Mrs L Rogers  
Headteacher





## SHINE Academies Lunchtime Supervisor : Job Description

Post	Lunchtime Supervisor
Hours	1 hour and 15 minutes per day

### **Description of Post**

To ensure the safety, welfare and good behaviour of children during the midday lunch break. The post holder will work closely as part of a team, under the guidance of the Senior Lunchtime Supervisor and the Headteacher.

### **Duties and responsibilities**

1. To supervise children as they move between classroom, dining hall, playground and toilets.
2. To supervise children in the dining room while they are eating.
3. To ensure standards of behaviour are maintained in the dining room, playground and on the field.
4. To assist in dealing with problems arising from inappropriate behaviour, and to respond to them in the ways outlined in the school's behaviour policy.
5. To report any problems arising from inappropriate behaviour to the Senior Lunchtime Supervisor.
6. To assist with all allocated ancillary duties including wiping tables and cleaning up spillages.
7. To ensure that school security regulations and issues of confidentiality are respected.
8. To help to care for the children, including welfare support and hygiene issues.
9. To be aware that some children have special needs and may need extra care and attention.

**SHINE Academies**  
**Lunchtime Supervisor : Person Specification**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b> (Docs, App form, Interview)
Qualifications	<ul style="list-style-type: none"> <li>Willingness to undergo appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>Basic first aid qualification</li> <li>Child protection training</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Documents</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>An understanding of how to supervise children</li> <li>Understanding of basic hygiene</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school or education setting</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Ability to communicate well with both adults and children</li> <li>Ability to understand children's behaviour and respond to their needs</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure</li> <li>The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity</li> </ul>		<ul style="list-style-type: none"> <li>Documents</li> <li>Interview</li> </ul>