

**SHINE**  
ACADEMIES



**Lunchtime Supervisor  
Martin Wilson 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

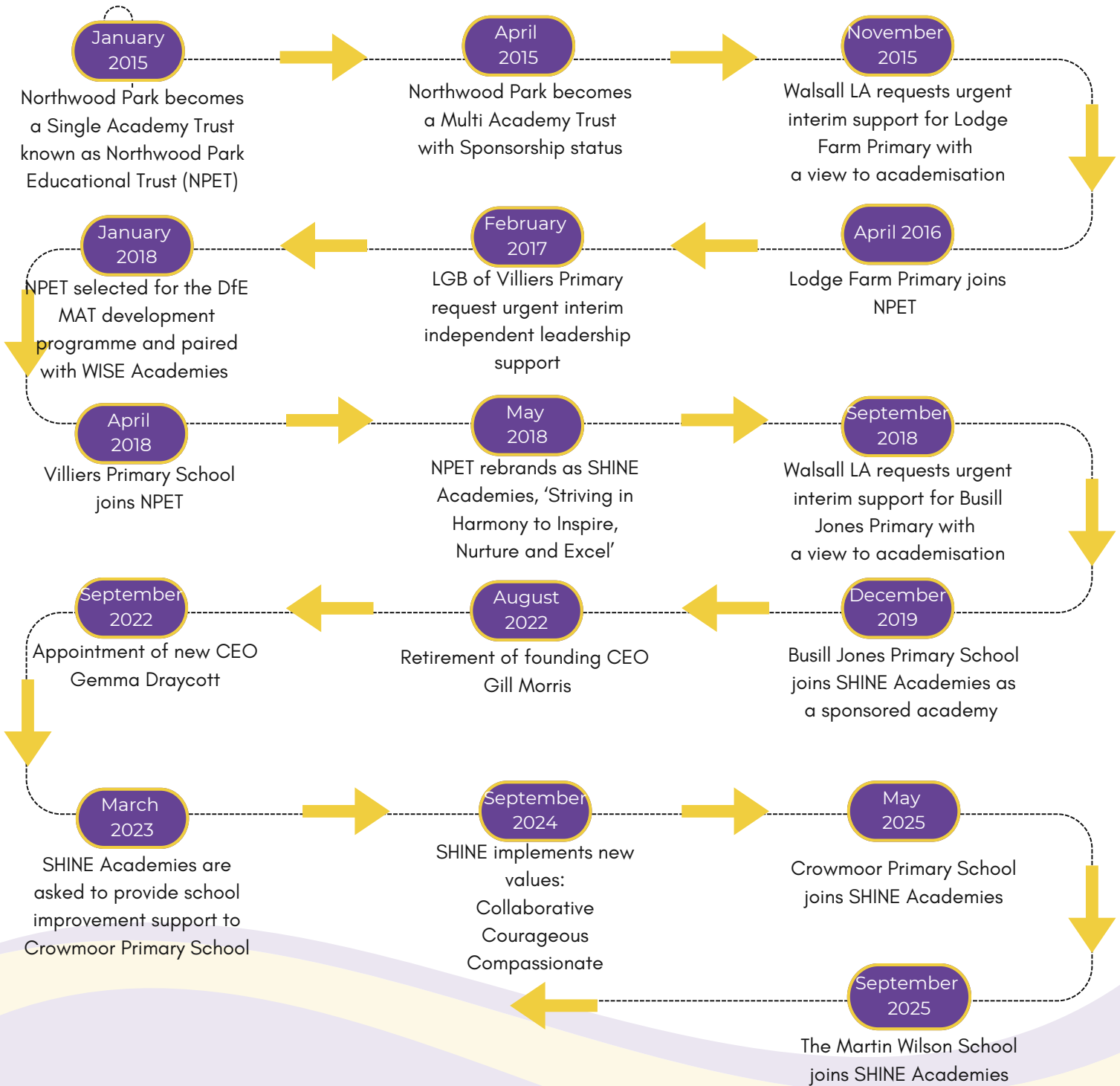
# Our Values

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



# Martin Wilson Primary School

Martin Wilson Primary School is a welcoming, one-form entry school at the heart of Shrewsbury, proud to serve its local community. Ours is a school where relationships matter, where children are known and valued as individuals, and where we work together to create a sense of belonging for all.

Since joining SHINE Academies in September 2025, the school has become part of a wider family of schools, bringing with it opportunities for collaboration, shared expertise and supportive challenge. This partnership is helping to shape the next stage of the school's journey, strengthening what we do well and supporting us to continue to grow.

At Martin Wilson, we place great importance on working closely with our families, community partners and external agencies. These relationships are central to ensuring that every child feels supported, both in their learning and in their wider development. There is a strong sense of community around the school, and a shared commitment to providing the very best for our pupils.

Our children benefit from an engaging and varied curriculum, delivered by a dedicated and caring staff team who go above and beyond to support pupils academically, socially and emotionally. Learning is enriched through a wide range of opportunities, including educational visits, sporting events and performances, helping our children to develop confidence, resilience and curiosity about the world around them.

We are proud of the inclusive and nurturing environment we have created, while recognising that we are on a continuing journey to further strengthen outcomes and ensure that every pupil achieves their full potential. This next chapter is an important one for Martin Wilson, and we look forward to the leadership that will help guide the school forward while building on the positive culture already in place.





## **Job Description for Lunchtime Supervisor**

### **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.

### **Conditions**

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the Head Teacher or Senior Lunchtime Supervisor within the expertise of the post holder. The post holder must comply with the Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy, which means that smoking is not allowed in the workplace