



**Colley Lane  
Primary Academy**

**Part of**



**Never settle for less than your best**

# **Lunchtime Supervisor**

**Candidate Information Pack**



# Welcome from the Headteacher

Dear Applicant,

I am Becky Anderson, Headteacher of Colley Lane Primary Academy, and I am delighted that you are considering joining our team.

Colley Lane is a school that sits truly at the heart of its community. We are incredibly proud of the vibrant, nurturing environment we have built, where the success of our students is rooted in the strong partnerships we develop with our families. From the very first day a child joins us, we dedicate ourselves to discovering how best to help them find their spark.

At Colley Lane, we are proud to be part of the Windsor Academy Trust family. This means we are not working in isolation. We benefit from the collective strength and collaborative spirit of fifteen schools working together. While we have our own unique identity and deep roots in our local community, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will be instrumental in bringing this purpose to life. We believe that every role whether in the classroom or within our professional services is vital to creating a school where children can flourish. At Colley Lane, we offer more than just a job; we offer the chance to:

- **Build Lasting Memories:** Help us deliver a rich, creative curriculum that goes beyond the classroom to stay with our children for a lifetime.
- **Empower Future Generations:** Support our mission to ensure every student leaves us feeling confident, inspired, and ready for their next big adventure.
- **Foster a Nurturing Culture:** Contribute to a safe, inclusive space where wellbeing is prioritised and every child feels truly seen and valued.

We are looking for dedicated individuals who are ready to grow within a culture of empowerment and professional development. If you are a collaborative team player with a passion for excellence and a kind, student-centred approach, we would love to hear from you.

Together, we can continue to make Colley Lane a place where every child finds their sparkle. I look forward to receiving your application.

Best regards,

**Becky Anderson**  
Headteacher

# Our School



**Colley Lane  
Primary Academy**

## **"Never settle for less than your best"**

Colley Lane Primary Academy is a two-form entry primary school in Cradley catering for children from three to 11 years old. The school has been serving families of the Cradley community for over 100 years. It has the highest aspirations for all children and strives to ensure pupils leave Colley Lane as lifelong learners who are polite, confident, resilient and able to thrive academically and personally. The school is proud of its academic, creative and sporting achievements. It has a strong family approach to school and works closely with parents, families and the community to provide the very best education in a safe, nurturing environment.

### **Our highlights**

- **Exceptional Outcomes:** The school achieved its best-ever statutory assessment results in Good Level of Development (GLD), Year 1 Phonics Screening, and Key Stage 2, all of which were above the national average.
- **Ofsted Rating:** Colley Lane Primary Academy successfully retained its "Good" Ofsted judgement.
- **Early Years Growth:** The school is set to welcome 50 new nursery children in September, with 30 attending full-time.
- **Elevate Teaching and Learning:** The new Elevate approach has significantly enhanced teaching through in-depth teacher knowledge and expertise, supported by video showcases.
- **Broadening Horizons:** All pupils attended termly curriculum trips, providing firsthand experiences that deepened their learning and cultural understanding.
- **Parental Engagement:** The school hosted "Let's Learn Together Sessions" each term, allowing parents to join their children in lessons and work alongside them.
- **Equal Access to Sport:** The school was awarded the Equal Access Award from England Football for providing girls with the same opportunities to play football as boys. Our cross-country team also became Dudley champions.
- **Inclusive Support:** 'Our Hive' secured funding to provide crucial support for vulnerable Key Stage 1 children at risk of exclusion across the local authority.
- **EAL Support:** The school delivered basic skills lessons to parents of pupils with English as an additional language (EAL), helping them to improve their communication and confidence.
- **Health and Wellbeing:** Regular "NHS Reflection Sessions" were offered to parents to provide support with concerns such as mental health, child development and sleep.

*"We are incredibly proud of the young man our son has become and it goes without saying that all staff at Colley Lane have helped on this journey. Every teacher he has had from Reception to Year 6 has provided many happy memories for him and school life is so enjoyable. Thank you to everyone who has played a part in his journey."*

**- Colley Lane Primary Academy parent**

*"I love learning at Colley Lane, my teachers help my brain to get bigger!"*

**- Colley Lane Primary Academy pupil**



# Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



**Dawn Haywood**  
Chief Executive Officer



**15**  
SCHOOLS



**10000**  
CHILDREN



**1200**  
STAFF

# Job Description

|                        |                             |
|------------------------|-----------------------------|
| <b>Salary</b>          | Grade 1 SCP 3               |
| <b>Reporting to</b>    | PA to Headteacher           |
| <b>Responsible for</b> | N/A                         |
| <b>Location</b>        | Colley Lane Primary Academy |

## Job Purpose

The Lunchtime Supervisor, operating under the direction and instruction of Senior Leaders, will work as an integral part of a team to provide for the safe supervision and welfare needs of students during the lunchtime period at the academy. The post holder will ensure all activities are carried out in line with the overarching vision and values of Windsor Academy Trust (WAT), promoting a positive, healthy, and safe environment for all students.

## Supervision and Student Welfare

The Lunchtime Supervisor will:

- Supervise activities and maintain the health, safety, welfare, good conduct, and safeguarding of students during the lunchtime period, having due regard for any additional needs.
- Treat all students in a fair, patient, and firm manner in accordance with academy policy.
- Assist in the supervision of other activities during the lunchtime period, which includes setting out and storing necessary equipment.
- Act accordingly when advice or assistance is needed to meet a student's individual needs.
- Administer basic first aid, ensuring that all details are recorded and reported in line with standard school procedures as required.
- Carry out similar work at other times, such as before and after school, as directed.

## Behaviour, Conduct, and Dining

The Lunchtime Supervisor will:

- Promote and positively endorse good behaviour, polite table manners, positive social skills, and high standards of hygiene.
- Deal with and promptly report any incidents of disruptive behaviour in line with the academy's behaviour policy.
- Actively encourage students to select and eat healthy, balanced meals.
- Refer more serious matters to senior lunchtime staff and provide support where necessary.

## **Environment and Hygiene**

The Lunchtime Supervisor will:

- Assist in the preparation and tidying up of supervised areas.
- Clean up any spillages of food or liquid during the meal service and ensure tables and dining areas are wiped down between meals.
- Ensure that all assigned areas of the school grounds are cleared of litter on a daily basis.

## **General Professional Responsibilities**

The Lunchtime Supervisor will:

- Contribute positively to the overall ethos and aims of the academy.
- Participate in relevant training, learning activities, and performance development as required by leadership.
- Attend and actively participate in relevant staff meetings as required.
- Maintain an awareness of and comply with all policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate designated person.
- Uphold the responsibility to safeguard and promote the welfare of children and vulnerable adults throughout the course of their work.

# Person Specification

| Area                                                                                                         | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Knowledge, Understanding, and Experience</b>                                                              |           |           |
| Experience of working with or caring for children of a relevant age                                          | ✓         |           |
| Knowledge of standard school procedures for the supervision of lunchtime meals and activities                | ✓         |           |
| Previous experience working within an educational or formal childcare setting                                |           | ✓         |
| Experience supporting children with Special Educational Needs and Disabilities                               |           | ✓         |
| <b>Qualifications and Training</b>                                                                           |           |           |
| Basic literacy skills                                                                                        | ✓         |           |
| Willingness to undertake first aid training as deemed necessary by the academy                               | ✓         |           |
| Current and valid First Aid certification (e.g., Paediatric First Aid or Emergency First Aid at Work)        |           | ✓         |
| Formal training or certification in basic food hygiene and safety                                            |           | ✓         |
| <b>Skills and Abilities</b>                                                                                  |           |           |
| Ability to work effectively and collaboratively as part of a team                                            | ✓         |           |
| Ability to relate well to children and manage their behaviour in a fair, patient, and firm manner            | ✓         |           |
| Good communication skills to interact effectively with students and staff                                    | ✓         |           |
| Ability to quickly identify and resolve straightforward issues, such as minor disagreements between children | ✓         |           |

| Area                                                                                                                                  | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Personal Qualities and Attributes</b>                                                                                              |           |           |
| Displays clear empathy and sensitivity to the needs of students                                                                       | ✓         |           |
| Able to accurately follow verbal instructions and written guidance/procedures                                                         | ✓         |           |
| Ability to identify own training needs and demonstrate a willingness to participate in ongoing training and development opportunities | ✓         |           |
| Complete compliance with the Trust's commitment to the protection and safeguarding of children                                        | ✓         |           |
| Willing to undergo an enhanced DBS with barred list check                                                                             | ✓         |           |



# Working for Windsor Academy Trust

**We believe it is important to be a great place to work.  
In addition to a competitive salary we offer:**



## **Pensions**

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.



## **Pay progression & career pathways**

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.



## **Continual Professional Learning (CPL)**

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

## **Employee Assistance Programme**

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

## **Free flu vaccinations and eye tests**

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

## **Cycle to work scheme**

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

## **Food and leisure discounts**

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

## **Reduced childcare costs**

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

## **Local Credit Union**

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

## **Flexible Working**

Windsor Academy Trust supports and is open to flexible working.

# Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at [windsoracademytrust.org.uk/governance](https://windsoracademytrust.org.uk/governance).
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

## **What we will provide:**

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

## **References**

References will be requested with your consent, at the selection stage directly from the referee.

## **Interviews**

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## **Pre-employment checks**

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

## **Child Protection and Safeguarding Policy**

View our Child Protection and Safeguarding policy at [windsoracademytrust.org.uk/policies](https://windsoracademytrust.org.uk/policies)





**Colley Lane Primary Academy, Colley Lane, Halesowen,  
B63 2TN**



**01384 900 450**



**[info@colley.windsoracademytrust.org.uk](mailto:info@colley.windsoracademytrust.org.uk)**



**[www.colleylaneprimary.org.uk](http://www.colleylaneprimary.org.uk)**

