

# Application Pack

Lunchtime Supervisor

An extraordinary education for every pupil



# Welcome

Jubilee Park Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

## Overview

Jubilee Park Academy is a 1 form primary school located in Tipton, Sandwell.

It has 220 pupils and 30 staff and caters for pupils from age 2-11.

Established in 2003, Jubilee Park Academy joined The Rivers CofE Academy Trust in 2020.

### Performance

At this school 63% of pupils meet expected standard at Key Stage 2.

Our latest Ofsted judgement: "Good" (May 2025)

### Quotes from the Inspectors:

"Pupils are proud to attend their school. They are happy, confident and very smiley."

"Leaders and staff want every pupil to do their very best in all areas of school life."

"Pupils say, 'It is an amazing school because the teachers help us to learn new things every day.'"

# 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**



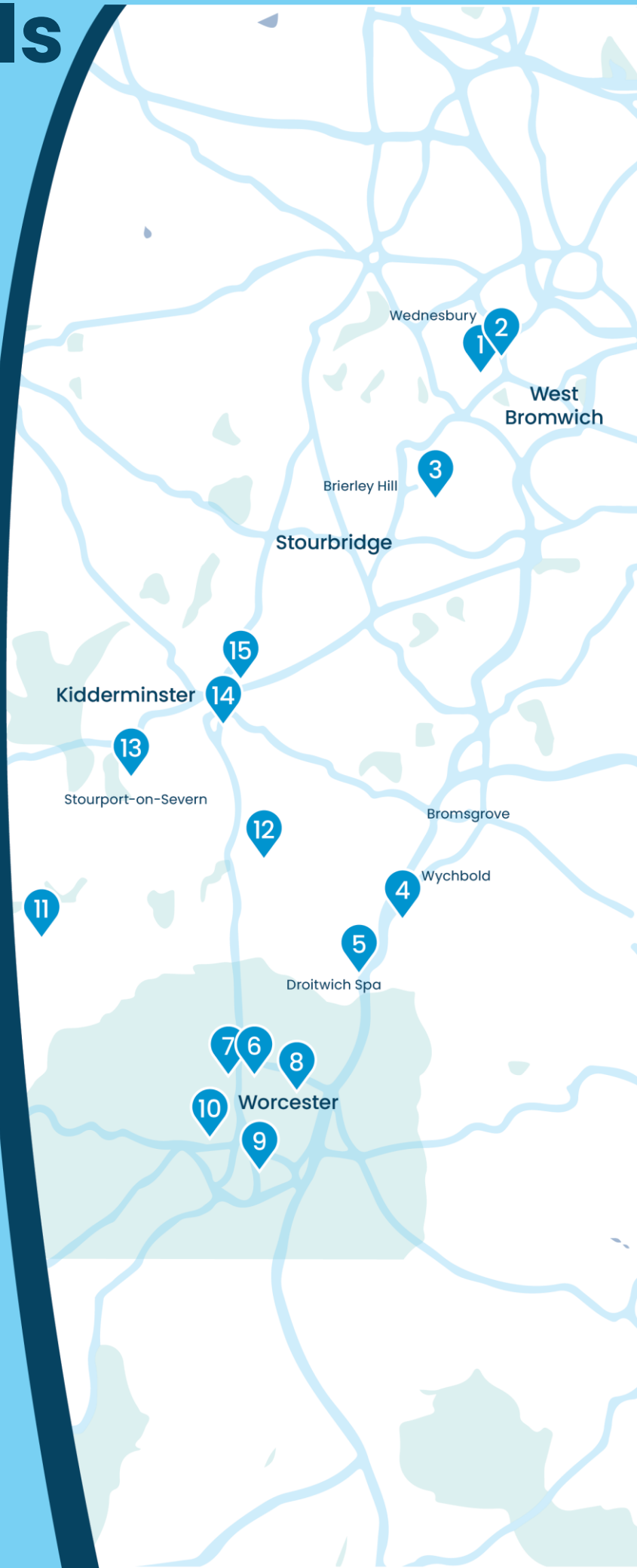
**Respect**



**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/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Teachers' Pension Scheme

As a member of the Teachers' Pension Scheme, you're contractually enrolled into the Scheme from day one.

Your pension is one of the most important benefits available to new teachers. So spend a few minutes online and find out the things you should know about your pension right now.

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

## 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 26 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

<b>Job Title:</b>	Lunchtime Supervisor
<b>Salary:</b>	Scale 1, Point 2. FTE Salary: £24,413. Actual Salary: £4,142
<b>Contract Type:</b>	Part time, 7.5 hours a week. Permanent.
<b>Start Date:</b>	September 2025
<b>Reporting To:</b>	Headteacher, Deputy Head teacher
<b>Location:</b>	Highfield Road, Tipton, West Midlands

**About:** The closing date for applications is **9am Monday 1<sup>st</sup> September 2025**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to [hr-jpa@riverscofe.co.uk](mailto:hr-jpa@riverscofe.co.uk).

**Interviews for this post will take place on Friday 5<sup>th</sup> September 2025.**

Shortlisting will take place on **Monday 1<sup>st</sup> September**. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 522 2598. We look forward to hearing from you.

# Job Description

**Responsible to:** Headteacher

**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.

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# Person Specification

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



# How to Apply

Application forms are available to download here: [Vacancies | Jubilee Park Academy](#)

Please email completed application forms to [hr-jpa@riverscofe.co.uk](mailto:hr-jpa@riverscofe.co.uk) by 9am Monday 1<sup>st</sup> September 2025.

Interviews for the position will take place on Friday 5<sup>th</sup> September 2025.

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.

Thank you for your interest in Jubilee Park Academy. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

## **Jubilee Park Academy**

T: 0121 522 2598

E: [office-jpa@riverscofe.co.uk](mailto:office-jpa@riverscofe.co.uk)

[Home | Jubilee Park Academy](#)

## **The Rivers C of E Academy Trust**

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

E: [info@riverscofe.co.uk](mailto:info@riverscofe.co.uk)

W: [www.riverscofe.co.uk](http://www.riverscofe.co.uk)