

**JOHN GULSON**  
PRIMARY SCHOOL

## **DINING ROOM ASSISTANT SEPTEMBER 2025**

## **CANDIDATE PACK**



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# WELCOME FROM THE HEADTEACHER



Thankyou for taking an interest in the post of Dining Room Assistant at John Gulson Primary School. I hope this candidate pack will give you information and insight into our school and the community we serve.

My name is Mrs Watson and I am very proud to be Headteacher of such a richly diverse school community in which different languages, cultures and religions learn together and from each other.

Our mission is to ensure that all members of the school community has passionate ambition and commitment to learning; we recognise the uniqueness of every individual in the pursuit of excellence. Our mission is driven by our desire to offer the best education for our pupils in partnership with parents, carers, Governors and the wider community. We believe our approach will inspire a love of learning and unlock the talents that lie within all of our children, preparing them to be kind, happy, successful and responsible citizens of the future.

We are a friendly, caring school with high expectations for all our pupils and a strong commitment to the mental health and wellbeing of all within our community. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

Mrs V Watson

# Welcome from the Head of Teaching, Learning and Curriculum and the Head of Safeguarding, SEND, Behaviour and Pastoral Care



**Ms M Johnson**

Head of Teaching, Learning  
and Curriculum

At John Gulson we pride ourselves on our demonstrating our values through our conduct, through our curriculum and how we support each other. We want to create an environment where our children receive the best education in a nurturing environment. My role in school is to help develop staff to be the best that they can be in providing a high-quality provision to our pupils. I also support subject leaders in developing an exciting, tailored curriculum and improving their own skills as leaders.

Working at John Gulson will mean that you will receive excellent CPD and the opportunity to further your own career with access to bespoke training. You will also be able to work collaboratively with your own and the wider team. We are a supportive workplace that values you as an individual and are also committed to ensuring that wellness for all is a priority.

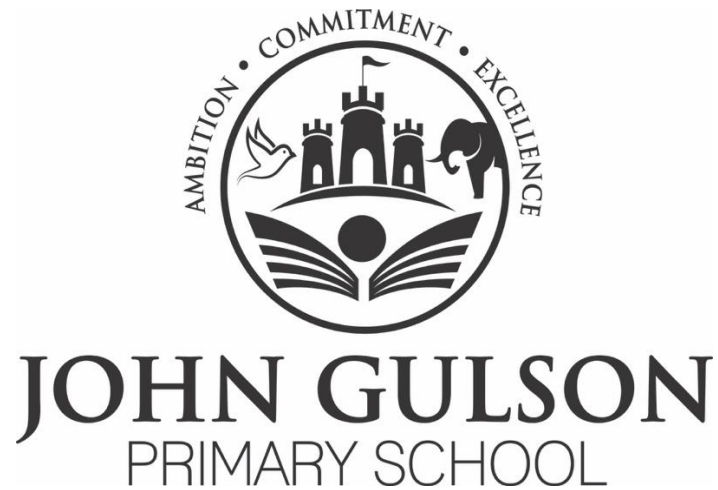
We are in an exciting period of transition of creating a school that we are all proud to be a part of and you have the chance to be a part of that journey.



**Mrs S Webberley-  
Holmes**

Head of Safeguarding,  
SEND, Behaviour and  
Pastoral Care

My name is Suzanne Webberley Holmes and my role in school is Head of Safeguarding, SEND, Behaviour and Pastoral Care. I have worked in the school for a number of years in different roles and took up this new post in April 2021. I am a qualified SENDCO and recently achieved my NPQH qualification. My role centres around supporting children and families, in particular those with additional vulnerabilities, to access high quality provision which meets their needs and also ensure any additional needs are met. Safeguarding is of the highest importance at our school and is at the heart of all we do in school and is central to all of my role. Part of my role is to lead on behaviour and we work hard at school to ensure our approach is built around relationships and good choices. I lead a team of pastoral staff and oversee our nurture provision and EAL provision. The children and families and staff at John Gulson are a joy to work alongside.



## **MISSION STATEMENT**

John Gulson Primary School reflects passionate ambition and commitment to learning and we recognise the uniqueness of every individual in the pursuit of excellence.

## **VISION**

Our mission is driven by our desire to offer the best education for our pupils in partnership with parents, carers, Governors and the wider community. We believe our approach will inspire a love of learning and unlock the talents that lie within all of our children, preparing them to be kind, happy, successful and responsible citizens of the future.

## **VALUES**





# SCHOOL CONTEXT

John Gulson Primary School is a 2FE school, with 3FE in Year 1. We have a 39-place morning Nursery provision. We are based within an area of high deprivation in central Coventry (Foleshill). The school ranks amongst the top 20% in terms of deprivation (idaci 0.36). There are high levels of mobility within the school. At our recent OFSTED inspection (June 2024), we were graded as Good in all areas and Outstanding for Personal Development. The school is an incredible place to work, with fantastic families, children and staff team.

Currently, numbers in each year group as follows:

NURSERY – 36

Reception – 60

Y1 – 86

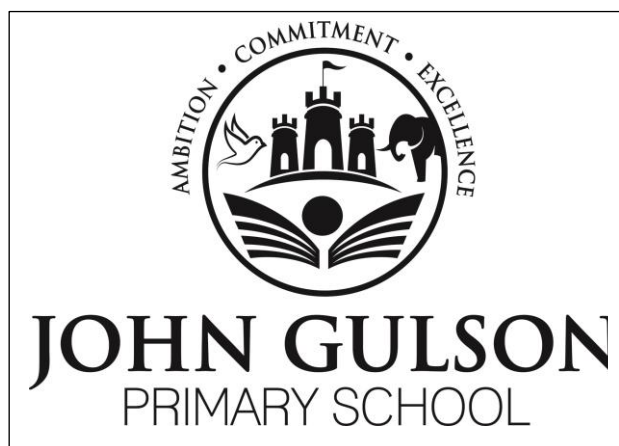
Y2 – 60

Y3 – 60

Y4 – 62

Y5 – 63

Y6 – 62



35% of pupils are disadvantaged (compared to 20.8% nationally).

69% of pupils have English as an additional language (compared to 19.3% nationally).

14.71% of pupils have SEND – 2.47% EHCP and 15% SEND support (compared to EHC 3.7% and SEND Support 12.25% nationally).

Attendance for the 2023-2024 was 94%; punctuality is improving and processes to tackle absenteeism and poor punctuality are robust.

# GOVERNANCE

Name:	Role:
Jane Friswell	Chair of Governors
Kerry Webb	Vice-Chair of Governors
Victoria Sumner	Headteacher
Tuhin Ahmed	Parent Governor
Azhar Minhas	Parent Governor
Val Baker	Co-opted Governor
Fiona Atherton	Co-opted Governor
Wynter Proud	Staff Governor
Shaun Bent	Co-opted Governor
Val Baker	Co-opted Governor
Richard Law	Co-opted Governor
Dani Sheldon	Co-opted Governor
Rebecca Ibrahim	Co-opted Governor

# STAFF STRUCTURE 2024-2025

## EXECUTIVE SENIOR LEADERSHIP TEAM

**HEADTEACHER**

MRS. V WATSON

**HEAD OF TEACHING,  
LEARNING AND  
CURRICULUM**

MS. M JOHNSON

**SCHOOL BUSINESS  
MANAGER**

MRS. L DAVIS

**HEAD OF SAFEGUARDING,  
SEND, BEHAVIOUR AND  
PASTORAL CARE**

MRS. S WEBBERLEY-HOLMES

## SENIOR LEADERSHIP TEAM

**DEPUTY HEAD of SEND and  
Behaviour**

MRS. P NASH

**DEPUTY HEAD OF  
CURRICULUM**

MRS. H WILSON

**DEPUTY HEAD OF TEACHING  
AND LEARNING**

MRS. V GREEN

## OFFICE AND ADMIN TEAM

**ASSISTANT BUSINESS MANAGER**

MISS. T HINE

**OFFICE LEAD**

MRS. J GOLDSMITH

**CLERICAL ASSISTANT**

MISS. C BRANION



**PASTORAL, NURTURE AND INCLUSION TEAM**

<b>FAMILY SUPPORT WORKER</b> MR. M SHEBL	<b>LEARNING MENTORS</b> MISS L SIMPSON / MRS. S KUBRA	<b>ATTENDANCE OFFICER / KS2 LEARNING MENTOR</b> MR. J-P MBARUSHIMANA
<b>HLTA MANAGER: NEWLY ARRIVED LANGUAGE ACQUISITION / PPA / SCHOOL COUNCIL</b> MRS. B JANDU	<b>TRAINEE SCHOOL COUNSELLOR</b> MISS. L SIMPSON	<b>SALT</b> MISS. E BRISTOW
<b>NURTURE</b> MRS. R ADAMJEE	<b>NESTLINGS</b> MISS. B STOREY / MRS. A DAS / MISS. D CRAIG / MR. J ROWSTON	<b>NEST</b> MRS. S RASHID / MRS. S KUBRA
<b>NURTURE 1:1</b> MISS. A KOLA		

**HLTAs**

MRS. R ADAMJEE MRS. S HUSSAIN MRS. A BACCIOCHI	MISS. G YMAI MR. J ROWSTROM MRS. S KHAN MRS. F KHALIFA
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**TAs**

MRS. F BHAYAT MRS. A KHALIFA MRS. A MANGARIA MISS. C CROSTON	MRS. M KAUR MRS. K PATEL MRS. A DAS MRS. N HUNJAN	MRS. A CHOUDHURY MISS. A KOLA MRS. R MOOSAGEE MRS. S MOOSAGEE
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<b>SITE SERVICES MANAGER</b> MR. P GASCOINE
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# SCHOOL IMPROVEMENT TARGETS 2024-2025

## **Key Priority 1: QUALITY OF EDUCATION OBJECTIVES**

- To ensure that AfL is used consistently in all phases and in all subjects, raising attainment and progress for all children.
- To embed assessment processes in all subjects, using the outcomes and analysis to inform future planning.
- To develop and enhance the EYFS curriculum and learning environment to ensure children receive the important learning experiences they need to achieve well in all areas of learning.

## **Key Priority 2: BEHAVIOUR AND ATTITUDES OBJECTIVES**

- To ensure consistency in high level attitudes and engagement in learning and resilience when faced with challenges
- For pupils to play a highly active role in creating an environment of inclusion and cohesion
- To continue to support attendance to reduce persistent absence and improve the overall figure to exceed national expectations

## **Key Priority 3: PERSONAL DEVELOPMENT OBJECTIVES**

- Continue to ensure the development of pupils' character is exemplary and share this practice widely
- Develop student leadership further
- Ensure the take up of interests continues to be inclusive to all pupils and develop the take up of extra-curricular opportunities for children with more complex SEND needs

## **Key Priority 4: LEADERSHIP AND MANAGEMENT OBJECTIVES**

- To develop high quality leadership of the EYFS, leading to a significant improvement in outcomes for children within the EYFS.
- To ensure that the administration team are highly effective and efficient, leading to systems being robust.
- To continue to develop the middle and senior leaders.
- Ensure all new teaching staff are delivering consistently good or better lessons and are following JGPS process and procedures.
- To ensure that the new Chair of Governors has a robust transition and induction and is highly effective in their role.
- To ensure there is a strong succession plan in place for school leaders, to ensure consistency in quality of provision for our children.

## **KEY PRIORITY 5: EYFS OBJECTIVES**

- To improve the Quality of Education in Early Years Foundation Stage to a strong Good.
- To improve EYFS outcomes from to above national average (2024).

# EQUALITY AND INCLUSION

## EQUALITY STATEMENT

**All pupils and members of staff at John Gulson Primary School Primary School are provided with opportunities to fulfil their potential without discrimination of any kind, as referenced in the protected characteristics of the Equality Act 2010.**

Our school aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

**The above applies to adults and children alike.**

At John Gulson Primary School, we two assemblies per week are based upon teaching about the protected characteristics; this is done via the sharing of high-quality, age-appropriate texts.

Our school improvement plan identifies how we will ensure that we have an explicit focus upon equality for each of our objectives.

## INCLUSION

We are committed to using our best endeavours to provide an appropriate and high-quality education for **all** children at our school which enables them to

- Achieve their best
- Become confident individuals living fulfilling lives
- Make successful transition to their next phase of education.

We consider **every teacher to be a teacher of every child**, including those with special educational needs and disabilities.

We have the highest aspirations and expectations for all pupils, including those with special educational needs.

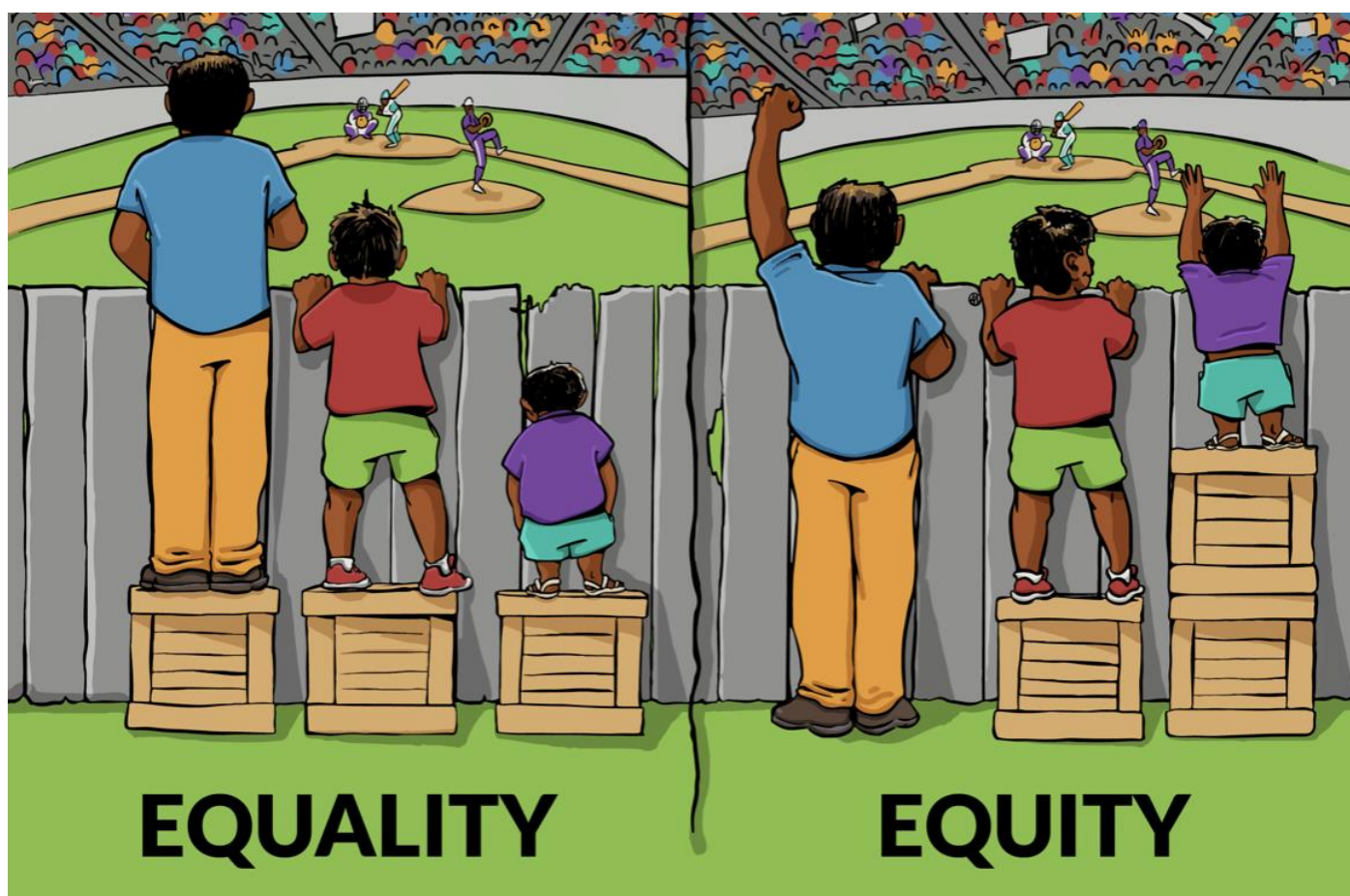
We aim to achieve a community where parents and those working in school have a mutual trust and confidence in each other, created through clear, consistent approaches to communication and collaborative working, to enable outstanding outcomes for all children, including those with SEND.

We aim to provide all children, including those with special educational needs and disabilities, with a broad, balanced academic and social curriculum, which is accessible and ensures they are fully included in all aspects of school life and feel equally valued and contribute fully to the school community.

To achieve this we will:

1. Strive to establish a fully inclusive school, eliminate all prejudice and discrimination and create an environment where all children can be happy, progress and feel safe.

2. We will respond to learners in ways which take account of their varied needs and life experiences, moving away from an approach that locates a problem within the child, but means doing everything we can to meet a child's SEN.
3. We are committed to identifying a pupil's special educational needs at the earliest point and then making effective provision as this is known to improve long term outcomes.
4. Working in close partnership with parents to achieve these aims, we are committed to parents participating as fully as possible in decision making and being provided with information and support necessary to enable this.
5. Support pupils themselves to participate in discussions and express their views and be fully involved in decisions which affect them encouraging them to become increasingly effective self-advocates.
6. Work in close partnership with a range of specialist agencies to enable us to provide effective targeted support.
7. Provide support, advice and training for all staff working with pupils with special educational needs to enable them to be increasingly able to adapt teaching to respond to the strengths and needs of all pupils.



Job Title:	<b>Dining Room Assistant</b>
Number of Hours (numerical):	<b>6.25</b>
Please insert TTO weeks (if applicable):	<b>TTO 38weeks</b>
Salary range – if pro rata Please include this:	<b>£23,656 (Pro Rata)</b>
Permanent or Fixed Term inc end date:	<b>Permanent</b>
Grade of post:	<b>Grade 1</b>
<p align="center"><b>Advert text</b></p> <p align="center"><b><u>This wording will appear exactly as requested so please proofread before submitting to be advertised.</u></b></p> <p align="center"><b>If you need any additional support to promote your job from writing the advert to using our online application form or recruitment portal, please contact us to discuss.</b></p>	
<p align="center"><b><u>Please complete your advert text using the following headings</u></b></p>	
What is the Job role?	<p><b>Required September 2025</b></p> <p>Are you looking to join an innovative school, on their amazing journey and make a real difference to children and their families? Are you passionate about your own career development? If so, then we would welcome your application!</p> <p><b>The Headteacher and Governing Body looking to appoint an enthusiastic, highly motivated, and flexible Dining Room Assistant to work in our friendly and caring inner city, multicultural primary school. You will be required to help supervise children whilst eating their lunch and support on the playground during the lunch break encourage positive play. You will work under the supervision of the School Business Manager Assistant.</b></p> <p><b>You will:</b></p> <ul style="list-style-type: none"> <li>• Be a well organised team player</li> <li>• Be able to engage with children to make lunchtime safe and fun!</li> <li>• Be a good communicator.</li> </ul> <p><b>We can offer:</b></p> <ul style="list-style-type: none"> <li>• Kind, caring, hard-working and motivated children;</li> <li>• Friendly, supportive and motivated staff team who are committed to improvement;</li> <li>• Positive working environment with a proactive commitment to staff wellbeing;</li> <li>• A school on a journey of ongoing improvement and development;</li> </ul>

	<ul style="list-style-type: none"> <li>• Full commitment to ongoing professional development opportunities</li> </ul> <p>The vacancy is for 6.25 hours a week over 5 days, term time only. Hours of work to be confirmed, but will be within the times of 11.45am and 1:30pm (1.25 hours a day).</p> <p>This School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
<b>Closing date:</b>	<b>06/07/2025</b>
<b>Interview date:</b>	<b>W/B 14/07/2025</b>
<b>DBS/Safeguarding Statement</b>	<p>Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check with effect 1 Sept 22, please note, an online search may form part of this recruitment process.</p> <p>Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p><b>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional on the receipt of a satisfactory response to a check of police records via Disclosure Barring Service.</b></p> <p><a href="https://www.johngulson.coventry.sch.uk/Safeguarding/">https://www.johngulson.coventry.sch.uk/Safeguarding/</a></p>

**JOHN GULSON PRIMARY SCHOOL  
JOB DESCRIPTION**

**Post Title:** DRA

**Grade:** 1

**Job Purpose:**

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with laid down procedures and practices of the Authority, under the direction of the Headteacher and reporting to the School Business Manager.

**Main Duties and Responsibilities:**

1. Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Head Teacher.
2. Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
3. Arrange an orderly start to lunch, including saying grace or other prayer, if required.
4. Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
5. Assist very young or less able pupils in developing eating skills and encourage all children to try all of their food.
6. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
7. Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
8. Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the head Teacher or nominees informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
9. Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.

**Human Resources**

10. Follow fire and evacuation procedures, and check pupils are safe.
11. Put away tables and chairs.
12. Any other duties and responsibilities within the range of the salary grade.

**All employees**

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**All employees**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-



- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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Responsible to: Senior Leadership Team

## JOHN GULSON PRIMARY SCHOOL DRA PERSON SPECIFICATION

Skills and Abilities:	<ul style="list-style-type: none"> <li>• • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.</li> <li>• • Basic reading and writing skills to maintain records of accidents and first aid, and check that pupils have paid for their meals or are entitled to free meals.</li> <li>• • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.</li> <li>• • Able to administer basic first aid.</li> <li>• • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li> <li>• • Able to supervise and control children to minimum set standards of discipline.</li> <li>• • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept line management from the School Business Manager.</li> <li>• • Able to assist pupils with developing their eating skills and encourage children to try all of their food.</li> <li>• • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility, eg. own children or previous school experience: <ul style="list-style-type: none"> <li>• - In a primary school – this should be with 5 to 11 year olds.</li> </ul> </li> </ul>
Special Requirements:	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>

# STAFF WELL-BEING

At John Gulson Primary School, staff well-being is central to who we are and what we do. Staff well-being comes in various guises; we are robust in ensuring that our approach to well-being is not tokenistic but rather has demonstrable impact of the working lives of all staff within our care.

We have 3 policies bespoke to staff well-being:

1. Staff Well-Being Policy;
2. Menopause Policy;
3. Staff Domestic Abuse Policy.

On a practical, day-to-day basis you can expect:

1. Joint PPA with your year group colleague in a half-day block to encourage collaborative thinking and support. This can be taken on- OR off-site;
2. A commitment to reducing unnecessary workload;
3. One INSET Day per year dedicated to well-being;
4. One staff meeting per term dedicated to staff well-being;
5. Access to counselling via the Promoting Health at Work process;
6. A supportive SLT with an open door policy;
7. Ongoing commitment to professional development, ranging from developing classroom practice to developing yourself via higher education or completion of a NPQ;
8. A real commitment to work-life balance.
9. We have 8 adult mental health first aiders, consisting of a variety of staff within a variety of roles to provide expert support where required.

# PROFESSIONAL DEVELOPMENT

Access to consistent, quality professional development is essential within a school system that is constantly changing and developing.

We place CPD as a key priority for all staff members in all roles:

1. Weekly staff meetings based around coaching and mentoring;
2. Annual meetings with the Headteacher to discuss wellbeing and best ways every wstaff member can be supported;
3. Access to an Education and Training grant to support additional qualifications
4. Access to ongoing training bespoke to your role in school;
5. Access to networking via our involvement with the Compass network within Coventry;
6. A developing peer support system;
7. Access to a range of qualification opportunities including NPQs and higher education opportunities.

We want to invest in our staff and their professional development; not only is it our job as a school to ensure we have the highest calibre of expertise, but it is our job to develop the next generation of school leadership. This is a job we take extremely seriously.