Job Description

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| **Job Title:**  | SCHOOL TRANSPORT ESCORT |
| **Team/Service:** | Transport  |  |
| **Business Unit:** | Children's Services |  |
| **Commissioning Area** | People |
| **Responsible To: *(day to day issues)*** | Transport Officer |
| **Accountable To: *(line manager)***  | School Transport Manager  |
| **Salary Grade: *(Spinal column points only)***  | Grade B £9.60 per hour |

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| 1. **Key Purpose of Job**
	1. To accompany and supervise children during their journeys between home and school.
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| 1. **Anticipated Outcomes of Post**
	1. Safe Transport of children with Special Educational Needs between home and school.
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| 1. **List Key Duties and accountabilities of the post**
	1. Responsible for safeguarding and promoting the welfare of children at all times
	2. Receive/convey children from/to their home address or other agreed point from the parent/carer into the vehicle provided and receive and pass relevant information about the child’s wellbeing.
	3. Secure each child travelling in the vehicle before it moves off
	4. Maintain discipline amongst the children travelling in the vehicle and prevent distractions to the driver
	5. Report issues of concern regarding the child or family to the school staff and concerns about the school to line manager.
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| 1. **Give examples of the typical types of problems and decisions the post will be required to make**
	1. Managing effects of unexpected incidents e.g. vehicle breakdown, change in passengers
	2. Managing children's behaviour
	3. Reporting issues to relevant person
	4. Dealing appropriately with medical or personal hygiene issues
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| 1. **Budgetary / Financial Responsibilities of the post**

None |

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| 1. **Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**

None |

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| 1. **Working Environment and Conditions of the post**
	1. Travelling in vehicle
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| 1. **Physical Demands of the post**
	1. Normal physical effort but need to be able to manage active children in confined spaces and to be able to help children on to booster seats etc.
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| 1. **Specific Resources used by the post**
	1. Safety equipment e.g. booster seats, seat belts, harnesses
	2. Any specific medical equipment e.g. oxygen cylinder
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| 1. **Key Contacts and Relationships**
	1. **External -** Parent and School
	2. **Internal -** Driver, Children, School, Line Managerand Transport Team
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| 1. **Other Duties**

To undertake additional duties as required, commensurate with the level of the job. |

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| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.1. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
2. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
3. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H and S policy appropriate to the role.
4. This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.
5. Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure & Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |

**Person Specification**

**Note for Candidate**

**All Candidates**

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

##### Candidates who consider that they have a disability

##### Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

##### If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

##### If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

**Person Specification**

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| **Job Title:** | School Transport Escorts | **Business Unit:** | Transport | **Team/****Service:** | Children’s Services |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Ability to care for others
2. Ability to communicate effectively with children, parents and colleagues
3. Effective customer care skills
4. Ability to work as part of a team
5. Ability to work on own initiative
6. Basic level of literacy and good verbal skills
7. Basic level of IT literacy
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| **Essential Knowledge:** | **Desirable Knowledge:** |
|  | 1. Understanding of children with SEN and disabilities
2. Safeguarding
3. Epilepsy awareness
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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
|  | 1. Working with children
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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
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| Essential – Other requirements of the job role * Demonstrates a commitment to safeguard and promote the welfare of children and young people
* Ability to carry out the physical requirements of the role (i.e. manual handling)
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