JOB DESCRIPTION

NAME:

Job Title: Bus Escort

Grade: Grade 1 SCP 3-4 (£18,065-£18,426) pro rata

Job Location: Sunningdale School

Responsible to: Headteacher

Purpose of Job:

To Supervise pupils whilst on Home-School transport and ensuring their safety and well-being.

Principal Responsibilities

1. Ensure that pupils are collected and taken from and to the correct destination and handed to the responsible person in accordance with pre-determined arrangements.
2. Promote the general well-being of pupils travelling to and from school.

Main Duties

* To be responsible for pupils travelling to and from school on Education transport
* To ensure that seat belts and safety harnesses are secured whilst bus is stationary
* Support the driver by ensuring that all specific forms of mobility or safety equipment such as wheelchairs or harnesses are properly secure before the bus moves off.
* Support the driver by ensuring all loose items are secure.
* Ensure all children and adults including the escort are seated prior to the bus moving.
* To assist children to board and disembark the bus
* Convey messages (verbal/written) or medications between service staff and carers where applicable.
* To maintain confidentiality at all times.
* Follow agreed medical plans where necessary
* To deal with any behaviour problems during journeys to and from school to ensure the safety of pupils at all times using agreed behaviour policy.
* To report any incidents to Headteacher/Deputy Headteacher
* Communicate effectively with users, carers and other members of staff as appropriate.
* Be aware of bus safety regulations assisting children to travel in a safe manner, remaining vigilant at all times.
* Assist the driver in ensuring the vehicle follows the correct route and stops at the appropriate places.
* Operate any mobile communication devices on the vehicle when necessary
* Participate in training as appropriate to the grade of the post

**Professional Values and Practices**

The post holder will:

* Have high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
* Treat pupils consistently with respect and consideration.
* In line with the school's policy and procedures, use behaviour management strategies which contribute to a purposeful environment.
* Work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
* Reflect upon and seeking to improve personal practice.
* Work within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognise equal opportunities issues as they arise and respond effectively, following schools policies and procedures.
* Build and maintain positive relationships with pupils, parents/carers and staff.
* Have the skills to communicate with a wide range of audiences.
* Undertake any other duties commensurate with the post.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: C. Wright

Date: May 19.