**Responsible to:** Assistant Principal

**Purpose of the job:** School Transport Escort

**Purpose of the job:**

* The duties of a School transport escort are to act as a member of the team, supervising pupils during the travel between school sites and to sustain the welfare and safety of pupils during that period, as directed by the assistant principal/principal
* You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the principal
* To work as part of the transport team
* To supervise pupils on coaches ensuring their welfare needs are met with due regard to their safety at all times.

**Duties and Responsibilities:**

* to organise and supervise the lining up of infant/junior pupils
* Organisation of the entry of the pupils onto the transport
* General supervision of pupils during the coach travel
* To maintain adequate standards of manners safety
* To organise and supervise the pupils during exit from the transport
* Welfare and supervision of all pupils before or after they board the coach in the playground, hall, as instructed by the Assistant Principal/Teacher
* To provide emergency treatment for accidents and to record such treatment
* To report all accidents/illnesses to the Teaching Assistant/Teacher
* To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school’s health and safety policy
* The organisation and management of large numbers of pupils
* To maintain discipline during the travelling and to promote positive behaviour by ensuring adherence to the school’s behaviour, school ethos and anti-bullying policies
* To wear a name badge in order to promote courteous and polite behaviour at all times
* To ensure that policies on equality are adhered to by not discriminating between children on grounds of gender, race or disability
* To promote adherence to the school’s code of conduct
* To report any matters involving child protection immediately to the Principal (designated Safeguarding lead) or the deputy Safeguarding Lead (SENCO/Assistant principal) in her absence
* To undergo training as required
* Such other duties as may be required by senior management or the academy business manager
* To see that that any spillage is removed quickly

**Duties and responsibilities – supervision of outside coaches:**

* Arrange your supervision so you move around amongst the children within the area you are covering
* Ensure acceptable standards of behaviour are maintained
* Try to avoid children hurting themselves
* Promote the inclusion of all pupils
* Initiative and the ability to think quickly to resolve problems and difficult situations
* Be able to work on an individual basis or part of a team
* Communicating daily with class teachers
* Be able to remain calm in a stressful situation

**Work requirements**

* The post is subject to an enhanced criminal record check (DBS check).
* The successful applicant will be required to provide proof of their right to work in the UK, and, if they have lived abroad, overseas police clearance will be sought.
* You will be asked to complete a pre-employment Medical Questionnaire which is confidential to ensure that you are medically fit for this role before being formally offered the position.

**Procedure in Case of Absence**

In case of absence, please inform the school by 10.00 am so that alternative arrangements for cover can be put into place.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Midday Assistant)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal )

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **KNOWLEDGE/QUALIFICATIONS** | **Ess** | **Des** | **MOA** |
| An awareness of Safeguarding legislation and procedures | ✓ |  | A/I |
| Understanding of Health & Safety Issues and good practice | ✓ |  | A/I |
| **EXPERIENCE** |  |  |  |
| Transport Escort Experience |  | ✓ | A/I/R |
| Managing a group of students |  | ✓ | A/I/R |
| Supporting students with challenging behaviour |  | ✓ | A/I/R |
| **SKILLS** |  |  |  |
| Good organisational and personal management skills | ✓ |  | A/I |
| Effective behaviour management | ✓ |  | A/I/R |
| Effective communication skills | ✓ |  | A/I/R |
| An ability to demand high standards | ✓ |  | A/I/R |
| Be able to work independently and be a team player | ✓ |  | A/I/R |
| Ability to relate well to children and adults | ✓ |  | A/I |
| Ability to lead children | ✓ |  | A/I |
| Effective time management | ✓ |  | A/I/R |
| **BEHAVIOR AND OTHER RELATED CHARACTERISTICS** |  |  |  |
| Commitment to self and team development | ✓ |  | A/I |
| A commitment to abide by and promote the Academy’s Equal Opportunities, Health and Safety, Child Protection and Safeguarding Policies | ✓ |  | A/I |
| The post holder will require and enhanced DBS check | ✓ |  | C |
| Able to maintain a safe, calm and happy ethos | ✓ |  | A/I |
| A professional responsibility to promote and safeguard the welfare of children and young people | ✓ |  | A/I |

Key: MOA = Method of Assessment, A = Application, I = Interview and assessment, R = Reference, C = Certificate