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| **Role** | Bus Chaperone |
| **Job Purpose** | To accompany and supervise pupils traveling on school transport to ensure their pastoral wellbeing, comfort and health and safety throughout each journey |
| **Accountable to:** | Deputy Head - Junior School |
| **Accountabilities** | 1. **Teaching and learning**
	1. None
2. **Pastoral care**
	1. Supervise pupils to ensure their safe passage on school transport services adhering to school policies, procedures (including taking registers) and guidance at all times
	2. Liaise with School leadership on the implementation of appropriate strategies to ensure that all pupils are supported pastorally – referring concerns to the School as necessary.
	3. Promote and model positive behaviour for pupils while in School care.
	4. Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims.
	5. Administer first aid if qualified to do so.
3. **Management of Resources**
	1. None
4. **Communications**
	1. Represent the school in friendly, polite and courteous manner to parents and carers bringing or collecting pupils to or from the bus
	2. Where appropriate, develop relationships to foster links between home and school, and to keep the school fully informed of relevant information.
	3. Be aware of confidential issues linked to home /pupil /teacher /school.
	4. Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school’s duty of care.
	5. Liaise with parents regarding the effective sharing of information regarding the collection of pupils.
5. **Training & development of self and others**
	1. Where appropriate, to assist in the induction, development and support of other supervisors in their role.
	2. Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.
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| **General requirements** | All school staff are expected to:1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
2. Contribute to the school’s programme of extra-curricular activities.
3. Support and contribute to the school’s responsibility for safeguarding students.
4. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors
5. Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
7. Engage actively in the performance review process, and training and development opportunities available.
8. Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
9. Undertake other reasonable duties related to the job purpose required from time to time.
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| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review.  |

**Person Specification**

**Skills Required**

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| Ability to demonstrate active listening skills | Essential |
| Ability to use language and other communication skills to which children can relate | Essential |
| Ability to empathise with the needs of children | Essential |
| Ability to work effectively with others | Essential |
| Ability to provide appropriate levels of individual attention, reassurance and help to ensure the service runs smoothly | Essential |

**Knowledge Base**

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| --- | --- |
| A good standard of education, particularly in English and Mathematics | Desirable |
| Knowledge of appropriate First Aid procedures | Desirable |
| Knowledge of Child Protection issues | Desirable |

**Qualifications/Attainment**

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| --- | --- | --- |
|  | Level |  |
| Evidence of attainment or training in Child Protection issues/procedures |  | Desirable |
| Evidence of attainment or training in First Aid |  | Desirable |
| Evidence of attainment or training in Health & Safety |  | Desirable |
| Willingness to participate in further training and developmental opportunities offered |  | Essential |

**Experience**

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| --- | --- |
| Relevant experience in an educational establishment/setting | Desirable |
| Demonstrable evidence of establishing positive relationships with children | Desirable |
| Demonstrable evidence of experience in supporting children in a learning environment | Desirable |

**Attitude/approach**

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| --- | --- |
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| Willingness to be professionally discreet and to maintain confidentiality on all school matters | Essential |
| Willingness to adopt a flexible approach to all directed tasks | Essential |
| Willingness to work as part of a team | Essential |
| Customer service focussed approach to role, in particular, all interactions with pupils and parents | Essential |