

JOB DESCRIPTION

Job Title: School Crossing Patrol

Directorate & Section/Unit: People/Road Safety Education Team

Reporting to: Road Safety Education & Skills Team Leader

Responsible for: N/A

Salary Grade: Scale 2

DMA Management Level: Frontline

DMA Span of Control (Direct Reports): N/A

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To ensure the safety of pedestrians (including children) crossing the road at a designated point between specific times. These duties must not be to the detriment or welfare of other road users.
- To adhere to guidelines and procedures detailed in the School Crossing Patrol Handbook.

Main Activities & Responsibilities:

- To carry out the Council's Policy with regard to the School Crossing Patrol Service which includes Health and Safety Procedures.
- To escort children and other pedestrians across the road at a designated point during specific duty times.
- To adhere to instructions given by the Road Safety (Education & Skills) Team Leader and to read and follow the guidelines and procedures detailed in the School Crossing Patrol Handbook.
- To maintain a high standard of operation at all times, working within the law and training procedures provided.
- To safely stop traffic on the roads, on which you operate following the correct procedure, allowing safe passage of children across the roads.
- To use all legally authorised PPE (Personal Protective Equipment) issued by the SCP Service for the safety of yourself, children and all other service users whilst operating on the highway, this includes the official "STOP CHILDREN" sign. Report any loss or defects.

- To maintain control over children who are awaiting your instructions to cross at a designated school crossing site, ensuring that they do not enter the road before traffic has been halted.
- To report any problems, difficulties or incidents to the Headteacher, Road Safety Team Leader, School Crossing Patrol Supervisor, or relevant authorities as appropriate.
- To report potential problems or hazards to the SCP Supervisor which may affect the safe operation of the site, such as vegetation, pot holes and obstructions, this also includes reporting "failure to stop" incidents and temporary road works.
- Where it is safe to do so, to politely but assertively explain rules to motorists who are acting unlawfully irresponsibly, or obtain assistance where required.
- To operate hazard warning lights where provided.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.
- The nature of the work requires following a four pole procedure in handling the lollypop stick for which appropriate training will be provided. The post holder must be able to physically deliver this.
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Road Safety (Education & Skills) Team Leader, School Crossing Patrol Supervisor/Road Safety Technician, Road Safety Instructors, Other County Council Officers

External: Head School based staff, Pupils, Parents, members of the public, clients and customers

Additional Information:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Jacqui Phillips

Date: 03/07/2023

Date of grading confirmation: 12/07/23

PERSON SPECIFICATION

Job Title: School Crossing Patrol

Directorate & Section/Unit: People/Road Safety Education Team

Salary Grade: Scale 2

EXPERIENCE:

It is **essential** that the post holder has:

- Experience of working effectively with children and/or the General Public

It is **desirable** that the post holder has:

- Experience of working with schools

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- The ability to follow reasonable management instructions
- The ability to walk and stand for long periods of time & operate a lollypop stick
- Excellent punctuality and time keeping
- The ability to communicate effectively with pupils, parents and the general public in all age groups confidently, sensitively and diplomatically
- The ability and willingness to work in all weather conditions
- The ability to control child pedestrians
- To be reliable, honest and trustworthy
- The ability to work without supervision and concentrate without distraction
- To have knowledge of the highway code, highway environment and related features e.g., signs, lines and other aspects of the Highway Code
- A general understanding of road use, traffic awareness and good road safety practices
- The ability to be agile and mobile in emergency circumstances
- Be able to demonstrate an enthusiastic approach to supporting road safety for children, young people and adults
- Basic Safeguarding awareness
- Computer literate and have email access
- To be tactful and diplomatic in dealing with some complex situations
- Ability to make decisions about routine work with a methodical approach.

It is **desirable** that the post holder has:

- Local knowledge of the school/area

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A good general level of education

It is **desirable** that the post holder has:

- Driving licence
- First Aid training
- Safeguarding training

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Good eyesight i.e., to be able to read a number plate at a distance of 20.5m (with appropriate correction if required)
- Good hearing
- A commitment to further training where and when appropriate
- Will be required to wear, and look after, a uniform provided
- Is committed to operating within a customer-focused environment
- Is prepared to work a shift pattern, daily, term time only
- The capability to act professionally at all times as a representative of Worcestershire County Council

Author: Jacqui Phillips

Date: 03/07/2023