**JOB DESCRIPTION**

**Job Title: School Minibus Escort**

**Pay Range: A1 (£8.62 hourly) (term time only)**

**(Actual starting salary £6,524)**

**Hours 17.5 hours per week - split shifts**

**7.15 a.m. – 9.00 a.m. and 1.00 p.m. – 2.45 p.m.**

**(final shift pattern to be confirmed) with flexibility to do additional hours)**

**Role:**

To work as part of a team to support the provision of transport services to students for the Academy’s home/school transport provision with a morning and evening bus run on designated routes around the Leeds area.

**Duties:**

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| * Ensure that pupils board and alight the vehicle in a safe and orderly manner. * Escort and supervise pupils being transported, ensuring that the journeys are safe and stress free at all times. * Liaise with parents, carers and colleagues regarding transport issues that affect pupil safety and well-being. * Ensure that all pupils have a seat, remain seated throughout the journey and wear the appropriate seat restraints where fitted. * Ensure that the Driver is not distracted by any pupil behaviour, including good-natured boisterous play. * Ensure that pupils do not experience any distress caused by physical or verbal bullying. * Ensure that any pupil transport issues are reported to the Director of Operations at the earliest opportunity. * Follow and apply any guidance or behaviour policy provided by school with regard to the management and handling of any incidents, accidents, health and safety procedures or pupil behaviour and complete relevant paperwork. * Take personal responsibility for operating in a healthy and safe manner. * Attend and participate in any relevant training or development events regarding policy or procedural issues as required by school. * Work flexibly and undertake any other duties commensurate with the post that may be required for the efficient running of school/home transport. * Ensure appropriate use of mobile phones.   **PERSON SPECIFICATION**  **Knowledge and Experience:**  Awareness of and willing to promote the School’s social inclusion policies and practices  Experience of working with children with behavioural difficulties.  **First Aid**  **Skills and Abilities**   * Ability to communicate appropriately and effectively with pupils, parents, colleagues and other professionals * Respect for confidentiality * Practical approach * Literate and ability to apply simple written instructions and write simple reports * Previous experience of successful management of children / young people * Appreciation and understanding of equality issues * Ability to work effectively without close supervision * Ability to work as part of a team * Experience of pupils with social, emotional or behavioural difficulties or challenging behaviour   **Work-related Personal Qualities**   * Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs * Able to relate to pupils with understanding, tolerance and a sense of humour * Able to use initiative and problem solving skills * Able to cope calmly in an emergency situation * Confidence / ability to deal with unexpected or difficult situations in an appropriate manner, by using suitable strategies and techniques * Ability to deal appropriately with pupils exhibiting challenging behaviour * Talents, interests or experience which could be incorporated into meeting the needs of pupils * Interest in planning, organising or participating in school events, outings or fund raising activities   **Other Work-related Requirements**   * Suitability to work with Children * DBS Check * Patient and resilient * Willing to attend training, including intervention training, and implement actions * Flexible approach to work. * Must be physically fit * Able and willing to work split shifts to cater for morning / afternoon transport and additional hours for trips, events etc.   Boston Spa Academy is committed to safeguarding children and the successful candidate will be subject to an enhanced DBS check. |