



## School Bus Guide

**Solihull Academy, The Quadrangle, Shirley, Solihull B90 4LE**

**Salary Range: Contract Type:** Permanent, Term time only; 38 weeks per year

**Hours per week:** 20 hours per week, 4 hours per day - (07:45-09:45 hrs and 14:45-16:45 hrs); Monday to Friday

**Salary Range:** Band B, Points 3-5; £20,812- £21,575 per annum pro rata. Actual Pay:- £9,644 to £9,998 per annum, (£10.79 - £11.18 per hour).

**Work Location:** Borough of Solihull – including Chelmsley Wood, Kingshurst, Solihull, Shirley and some cross-border travel into Birmingham areas.

## Job Description

### Job Purpose:

To supervise children with various educational needs (including SEN) from home to school with due regard to safety of the children.

### Role Responsibilities:

#### Guide

- Escort children with various needs between home and school to ensure their safe arrival.

#### Safety

- Ensure the child is safely and securely strapped in, in line with the law.
- Take responsibility for personal health & safety.
- Report any transport/safety issues to the school bus operators and the school to enable action to be taken.
- Ensure child's behaviour does not endanger self or others by using appropriate techniques.

#### Caring

- Calm pupils by using approved techniques of distraction, listening, and empathy.
- Provide support to pupils to ensure they feel secure, including retrieving runaways.
- Diffuse difficult situations by using appropriate approved methods.

### **Information**

- Advise the bus operator and school regarding operational issues i.e. late, unsafe transport to enable resolution of problems.
- Provide up to date and relevant information on children's needs and behaviour to enable the team to make appropriate arrangements.
- To act on written information provided regarding the allocated school run.

### **Role Requirements**

- Experience of dealing with children (e.g. looking after children)
- Awareness of special educational needs for children
- Ability to communicate effectively with children and transport providers (e.g. discussing absences and changes to route with driver, using appropriate language or communication method for child's abilities)
- Ability to read, understand and apply or follow simple written instructions and information
- Ability to deal with unexpected/difficult situations (e.g. sudden illness of a child, conflict between children etc.)
- Ability to work without close supervision
- Fair level of agility i.e. to catch up with a runaway child, look for missing child.
- Undertake First Aid duties is desirable, but training can be provided
- Ability to undertake a range of training as required
- Must be able to wear seat belt/restraint on school transport

### **Working Conditions:**

- Direct supervision of children
- Possibility of verbal abuse and/or aggression
- Requirement to wear a reflective / high-vis jacket; branded workwear
- Physical behaviour management techniques (Team Teach) would be advantageous

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Principal or the incumbent of the post.

**Solihull Academy is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants, as well as two satisfactory references and other pre employment checks. We are a socially inclusive and equal opportunities academy and committed to actively promoting equal opportunities for all our staff and pupils. As part of the recruitment process we collect and process personal data relating to job**

**applicants. We are committed to being transparent about how we collect and use this data, meeting Data Protection Regulations in line with GDPR compliance.**

**We provide all members of staff who join Solihull Academy Trust with a full induction programme**



## Person Specification

### Essential Criteria

- Experience of working as a school bus guide
- Own transport to get to and from starting points of bus routes
- The ability to communicate effectively with both children and adults
- Experience of dealing with members of the public in a professional and sensitive manner within a face-to-face environment and via telephone
- The ability to work as part of a small team, with a flexible attitude and a professional approach to work
- Ability to use own initiative
- Means of travel from one establishment to another
- **The Bus Guide will be expected to travel to the bus pick up point to embark and then travel through the bus route to pick up pupils at allocated bus stops en-route to school. You will then be dropped back at the starting point after you complete the morning shift. In the afternoon you will then be expected to travel to the same starting point again to complete the afternoon shift to return to Solihull Academy to return pupils home from school. You will then be dropped back at the starting point after completing the afternoon shift.**

### Desirable Criteria

- First Aid Training
- An awareness of the difficulties faced by children in travelling to and from We are looking for school bus guides to be part of our new team to support the Academy to be responsible for guiding pupils to and from the school on allocated bus routes on a daily basis.