

TITLE:	School Crossing Supervisor
DIRECTORATE:	Urban Living
DEPARTMENT:	Civic Services
LOCATION:	Various
CLASSIFICATION:	Band 1
EMPLOYMENT STATUS:	Part Time
POSITION CODE:	CPLLFSPTSXS

PRIMARY OBJECTIVE AND POSITION CONTEXT

School Crossing Supervisors carry the responsibility of ensuring the safety of school children and other pedestrians at various school crossings throughout the municipality in accordance with the provisions contained within the Vic Roads "Instructions for School Crossing Supervisors" publication as well as teaching the importance of road safety.

This position is responsible for working professionally **with employees at all levels across Council and liaising with relevant external stakeholders, including parents, family members, school staff, school children, pedestrians, drivers and members of the community.**

REPORTING RELATIONSHIPS

Reports to:	Coordinator Field Services
Direct reports:	Coordinator Field Services
Internal liaisons:	Civic Services staff and other internal departments
External liaisons:	Community members (parents, school staff, pedestrians, family members)
Budgetary responsibilities:	N/A

WORKING WITH CITY OF BOROONDARA

Our Vision is to be a vibrant and inclusive city, meeting the needs and aspirations of its community. We work together to deliver community priorities and place our customers at the centre of everything we do (Purpose).

Our values and behaviours guide the way we work and lead.

How we work

- Think Customer experience
- Act with integrity
- Work together as one
- Explore better ways
- Treat people with respect
- Own it, follow through

How we lead

- Lead by personal example
- Build trust
- Create shared direction
- Inspire possibility
- Empower others

To achieve our strategic goals we need a workforce full of energetic, customer focused and forward thinking people.

KEY RESPONSIBILITIES/OUTCOMES

Key Responsibility	Details	What success looks like
Supervise children and vehicles at school crossings and pedestrian lights	<ul style="list-style-type: none"> • Ensure that the flags are displayed correctly whilst covering the crossing • Ensure that the traffic flow is not unduly disrupted by pedestrians crossing the road • Ensure that all vehicles are stationary before allowing pedestrians access to the crossing • Ensure that all pedestrians have crossed the roadway before vacating the crossing 	Stakeholder satisfaction
Professional Conduct and presentation	<ul style="list-style-type: none"> • Maintain an emphasis on superior customer service and respond promptly and courteously to all enquiries received • Maintain and wear uniform provided in good condition and have the right equipment whilst performing the duties of school crossing supervisor • Maintain awareness of, and adhere to, Council's Code of Conduct and other relevant organisational policies and procedures • Advise the Coordinator Field Services or other designated officer at the earliest opportunity if unable to attend designated school crossing at the appointed time • Submit timesheets and leave applications in accordance with direction from the Coordinator Field Services and organisational policies and procedures 	

Ensure and manage the safety at the school crossing	<ul style="list-style-type: none"> • Reinforce the Stop, Look, Listen and Think road safety message to children using the crossing • Comply with any instructions given by a member of the Victoria Police or Council officer designated by the Coordinator Field Services regarding the above duties • Where required, report all incidents and breaches of the Road Safety Rules to the Coordinator Field Services • Make recommendations to the Coordinator of matters which may improve safety at school crossings 	
Keep updated with organisational policies and procedures and Road Safety (Traffic) Regulations	<ul style="list-style-type: none"> • Attend and participate in work group meetings which may be scheduled from time to time • Participate in training specific to the role 	

SELECTION CRITERIA

- Ability to instruct and direct users of school crossings in a safe and professional manner
- Good verbal communication skills including basic English
- Ability to build rapport with school communities and all school crossing users
- Ability to read and understand written instructions
- Flexibility to take up duty at various school crossings throughout the municipality as required
- Satisfactory pre-employment medical, Working with Children and police check

HSW AND RISK MANAGEMENT

- Follow established safe working practices, procedures and instructions
- Take reasonable care for their own HSW and that of their colleagues
- Seek assistance when unsure of practices and procedures to perform a task
- Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor
- Actively participate and contribute to preventative HSW strategies, audits, team meetings and training

EMPLOYMENT REQUIREMENTS

To work with the City of Boroondara you may need to provide a current National Police Records Check and, to support a child safe organisation a current Employee Working with Children Check.

All employees must adhere to Occupational Health and Safety, Equal Opportunity, Child Safety, Council service charter and other relevant legislative requirements, our policies and procedures and our Codes of Conduct.

All staff are responsible for making and keeping complete full and accurate records in the Corporate System Objective that adequately document Council business activities and support any decisions made. This further extends to making information available to other staff through Objective improving the overall service provided by Council.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

School Crossing Supervisor works at school crossing independently and responsible to operate the crossing safely following the guidelines. They are provided with risk management, child safety training and respectful workplace & code of conduct. They required to contact to police regarding traffic offences and to council regarding any asset or parking related issues around school crossing.

JUDGEMENT AND DECISION MAKING

School Crossing supervisor follow strict procedures and defined guidelines.

SPECIALIST SKILLS AND KNOWLEDGE

The position holder must be a mature adult person with the ability to effectively and safely operate a school crossing

MANAGEMENT SKILLS

Ability to instruct and direct users of school crossings in an appropriate manner

INTERPERSONAL SKILLS

- Good verbal communication skills including basic English
- A friendly, helpful and courteous communication style
- Ability to instruct and direct users of school crossings in a safe and professional manner
- Ability to read and understand written instructions
- Ability to build rapport with school communities and all school crossing users

QUALIFICATIONS AND EXPERIENCE

- Basic English
- Successful completion of a short course upon commencement in the role – “Instruction of School Crossing Supervisors”
- Physical ability to operate a school crossing by standing, walking and lifting a stop bat for periods of up to 45 minutes per shift.
- While not essential, a current Victorian driver’s licence is an advantage
- Flexibility to take up duty at various school crossings throughout the municipality as required
- Satisfactory pre-employment medical, Working with Children and police check