

POSITION DESCRIPTION



Position number	TBC	Directorate	Delivery
Position Title	School Crossing Supervisor	Work Group	Health and Community Safety
Classification Band 1 <i>This role works within specific guidelines including the exercise of discretion in the application of established practices and procedures. Those engaged in this role can complete broad tasks involving the utilisation of a range of basic skills and the ability to resolve minor problems that relate to an immediate work task.</i>			
Reports To	Team Leader Community Safety	Location	Various locations within the municipality
Tenure	Permanent Part time	Date Approved	August 2023

VALUES & INCLUSION

Hepburn Shire Council values and appreciates a diverse and inclusive workplace. All staff are to adhere to organisational values and respect diversity and inclusion in the workplace.

Council has a zero tolerance for child abuse and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. Council staff must ensure that their behaviours and actions are consistent with these standards at all times.

PRIMARY OBJECTIVE

To ensure the safety of pedestrians whilst using the school crossing location within Hepburn Shire Council before and after school as designated.

HEALTH AND SAFETY/RISK MANAGEMENT

Staff are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies and workplace procedures at all times. Staff will also observe and comply with Council's Risk Management Policy, program and the application of sound risk management practices within the workplace and the community.

KEY DUTIES AND RESPONSIBILITIES

1. To attend at the school crossing between 8.00am and 9.00am and 3.00pm and 4.00pm daily to supervise children using the school crossing area.
2. To be aware of traffic and child movements and ensure that the required procedures are observed.
3. To display a positive and appropriate attitude when engaging with young people.
4. To pick up and return required equipment from its nominal storage space.

SELECTION CRITERIA

Essential

1. Experience in working with and dealing with children.
2. School Crossing Supervisors Course desirable but not essential, we will provide training if required.
3. Good communication skills, especially when dealing with young people.
4. Ability to demonstrate and display the Hepburn Shire Council values - accountability, respect, excellence, trust and fun.

Desirable

1. Previous school crossing supervision preferred but not essential.
2. School Crossing Supervisors Course desirable but not essential.

Clearances

1. Police check – mandatory
2. Working with Children check - mandatory.

Employee Acknowledgement

As occupant of the role, I have read and understood the duties, responsibilities and other requirements consistent with a Band 1 Employee and as outlined in this position description:

Name: _____

Signature: _____

Date: _____