



Position Details

Position title:	School Crossing Supervisor
Award Classification:	Band 1
Department:	Safety & Amenity
Division:	City Growth & Development
Date Approved:	August 2026
Approved By:	Manager, Safety and Amenity

Organisational Relationships:

Reports To:	Team Leader Parking Operations and Contracts
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- To assist children to travel to and from schools in the municipality safely via the use of School Crossings
- Ensure the safety of pedestrians using the school crossings
- Effectively and efficiently regulate the flow of traffic at school crossings

KEY RESPONSIBILITY AND DUTIES

- Operate the crossing in accordance with the “Instructions for Children’s Crossing Supervisors” as prepared by Vic Roads
- Ensure that it is safe to cross before allowing any person onto the crossing
- At crossings without traffic lights, stop the traffic when safe and sensible to do so and direct the flow of pedestrians in accordance with issued instructions. Supervisors should also consider, the needs of the traffic to ensure safe traffic flow which means less congestion.



- Report any public safety issue to the Enforcement Team Leader
- Report any children who fail to obey directions to the relevant school
- Attend training sessions as required

Accountability and Extent of Authority

- The work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures
- Punctual attendance

Judgement and Decision Making

- Some problem-solving skills may be required for on-site situations and for dealing with complaints and enquiries from the public, however guidance and advice are always available
- Adherence to COPP policies

Specialist Skills and Knowledge

- The position requires knowledge of the road laws as they relate to Children's Crossings

Management Skills

- Ability to manage own time, plan & organise own work

Interpersonal Skills

- Good communication and interpersonal skills, particularly with children

Qualifications and Experience

- Ability to work in all weather conditions i.e. wet/hot/windy/cold etc
- Ability to supervise and display a responsible attitude towards children
- Capacity to work with limited supervision
- Ability to always maintain vigilance

Mandatory Requirements

- Ability to meet physical requirements of the role; employment of successful candidates will be subject to a satisfactory pre-employment medical check
- Ability to work at the required times for the role
- The incumbent will be required to wear a supplied uniform
- The incumbent will be required to undergo industry-based training

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).



- Medical Check (at the cost of Council)

Key Selection Criteria

- Operational knowledge of Vic Roads guidelines that relate to school crossing operation
- Previous experience working in accordance with standard operating procedures or guidelines, and seeking advice from supervisor where necessary
- Good communication and interpersonal skills, particularly with children and parents/carers
- Ability to exercise personal judgement within agreed standards to respond to a customer's request on the same day it is received

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.