

Melton City Council

School Crossing Supervisor

Position Description

PD: 00167

A welcoming and liveable
City accessible to all

1. Position details

Position Title	School Crossing Supervisor
Directorate	City Delivery
Business Unit	Community Safety
Position Classification	Band 1
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader of Amenity Protection
Supervises	Nil
Internal liaisons	• Council Staff
External liaisons	• School Children, Parents and Carers • School Teachers and Principals • Police • General Public

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **Motivate, Empower, Lead, Trust Open and Nurture** represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Assist children and other users to use the school crossing safely and direct vehicles within the crossing environment to ensure the safe operation of approved school crossings.
- Be alert to potentially dangerous situations and react in a positive manner in the efficient control of the school crossing.

5. Key responsibility areas

- Supervise a designated school crossing ensuring the safe conduct of children and adults using the school crossing.
- Report to the Team Leader Amenity Protection any problems relating to the operation of the crossing, including vehicles in breach of regulations relative to school crossings.
- Report to the Team Leader Amenity Protection any unscheduled absence, by no later than 7am on the morning of working, 1pm on the afternoon of working.
- Maintain a high level of awareness, professional behaviour and conduct and make recommendations to Council on matters which may improve safety at school crossings.
- Present at the school crossing with the appropriate safety equipment, maintain this equipment in good order and promote a consistent and professional image on behalf of Council.
- Undertake all duties with an awareness and sensitivity to diversity and equity in accordance with Council policy.
- Responsible for the correct set up and take down of the school crossing for each session ensuring that school crossing flags are displayed correctly whilst performing the duties of a School Crossing Supervisor.

6. Accountability and extent of authority

- Responsible for the correct set up and supervision of the school crossing and has the authority to direct crossing users and vehicle traffic.
- Authorised to record registration numbers of vehicles which do not comply with School Crossing Regulations and report to the Team Leader.

7. Judgement and decision making

- Determine the intervals and the appropriate number of school students permitted to approach the crossing at a time.
- Clear understanding of methods, procedures and equipment used at a school crossings.
- Alert to and perceive any dangers and react immediately to any emergency situation.

8. Specialist skills and knowledge

- Basic writing skills for reporting purposes.
- Understanding of legislation, and the operation of equipment and signage that relates to the operation of school crossings.
- Understanding of Council policies and School Crossing Road laws, including adoption of safe work practices.

9. Management skills

- Operate with minimal supervision and direct pedestrians correctly and safely over school crossings.
- Punctual and available on the crossing at specified times and ensure that the appropriate uniform is worn including all safety equipment whilst operating the school crossing.

10. Interpersonal skills

- Ability to deal calmly and positively with difficult students through good verbal communication skills including the ability to display assertiveness when necessary.
- Ability to gain cooperation from children and other crossing users in order to efficiently and effectively deliver a safe service.
- Communicate in a clear and polite manner.
- Demonstrated commitment for the safety of children and adults.

11. Qualifications and experience

- Experience in a customer oriented or community service environment.
- Previous school crossing experience an advantage (induction and on-the-job training will be provided).
- Work in all weather conditions.
- Supervise children of all ages.
- Current valid Victorian Drivers licence and Working with Children's Check.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Compliance

Approved by Position Title

August 2024

Date Approved

Incumbent's name

Signature

Date

