

POSITION DESCRIPTION

Position: **SCHOOL CROSSING SUPERVISOR**

Employment Status: Part Time

Position number: 1118

Directorate: Infrastructure and Development

Unit: Development Services

Classification: Band 1

Date adopted/reviewed: 22/12/2020

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THE UNIT

The Development Services unit incorporates the Strategic and Statutory Planning, Community Safety and Amenity, Building compliance and Public and Environmental Health teams. The unit is community focused, working to ensure the sustainable development of our shire through land use planning, compliance and keeping our community safe.

POSITION OBJECTIVES

- Ensure the safe and orderly use of the school crossing by school children and other users.
- Be alert to potentially dangerous situations and react in a positive manner in the efficient control of the school crossing.

KEY RESPONSIBILITIES AND DUTIES

- Attend the school crossing at the times specified and/or when required.
- Travel flexibility to work at any allocated crossings with the municipality.
- Strict adherence to the VicRoads Instructions for Children's Crossing Supervisors.
- Direct children and other users of the crossing safely over the crossing in line with adopted procedures being observant of vehicular traffic movements from both directions and being alert to the children's behavioural traits.
- 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.
- Be correctly attired and equipped at all times whilst performing the duties of a school crossing supervisor.
- Ensure the school crossing complies with the relevant regulations and that safe conditions are maintained at the crossing site.
- Set up and take down school crossing flags for each session ensuring that school crossing flags are displayed correctly whilst performing duties.
- Ensure that traffic flow is not unduly disrupted by pedestrians crossing the road at the school crossing or traffic lights.
- Strict adherence to the Council's Employee Code of Conduct.
- Promote a consistent and professional image on behalf of Council.
- Ensure that quality customer service is provided at all times.

- Maintain effective and co-operative communication with all customers.
- Note the registration number and all details of any vehicle infringing the regulations relating to school crossings and forward these to the Coordinator Community Safety and Amenity.
- Attend court hearings, if required, to give evidence in respect of traffic or parking offences.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Local Laws and School Crossing Officer
Supervises:	Nil
Internal liaisons:	Coordinator Community Safety and Amenity, staff, Manager Development Services
External liaisons:	General public, School Principals and Teachers, Children, Police

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Independently carry out the correct supervision of a school crossing by directing and controlling pedestrian and vehicle traffic.
- Understand and apply the principles and procedures used in the supervision of a school crossing, namely the Instructions for Children's Crossings Supervisors and the Mount Alexander Shire School Crossing Supervisor Manual.
- Act according to Mount Alexander Policies and Procedures.

JUDGEMENT AND DECISION MAKING

- Make routine decisions relating to the safe day to day operation of the school crossing in accordance with established principles and procedures.
- Guidance on the application of these principles and procedures is available within the organisation from the Coordinator Community Safety and Amenity and the School Crossing Coordinator.
- Any divergence from these established principles and procedures requires approval from the Coordinator Community Safety and Amenity.

SPECIALIST SKILLS AND KNOWLEDGE

- The position requires knowledge of the road laws as they relate to Children's Crossings.
- A high level of awareness and an ability to judge traffic flow.
- An ability to work with children specifically and the wider public in general.
- An ability to understand traffic laws and Council policies.

INTERPERSONAL SKILLS

- An ability to gain cooperation and assistance from citizens, motorists, other stakeholders in order to maintain a safe school crossing.
- An ability to set and maintain a high standard through personal presentation.
- A friendly, helpful and courteous communicative style.
- Ability to work in a cooperative manner with children but be persuasive and assertive when necessary to facilitate safety.
- Ability to educate children and parents about safety at school crossings if required.
- Ability to liaise with the school principal and staff.

QUALIFICATIONS AND EXPERIENCE

- Ability to work in all weather conditions
- To be fit, alert and possess the physical ability to react in an emergency.
- Ability to supervise children
- Capacity to work with limited supervision
- Ability to maintain vigilance at all times
- Current Working with Children's Card
- Approved Police check
- No formal qualifications or experience are required for this position.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation 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. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQ+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- Must hold a Working with Children permit or a receipt for an application for a Working with Children permit and agree to include the Mount Alexander Shire Council as an employing organisation on their Check.
- Effective verbal communication skills, particularly in relation to effective communication with and gaining cooperation of children
- A basic understanding of Victorian road rules as they relate to school crossings.
- Ability to work without supervision and meet the physical requirements of the role.
- Flexibility to travel to any crossing within the municipality and to attend training sessions.
- Ability to build a positive rapport with children, parents and school staff is essential.