

Job Description

Bus Chaperone

Role	Bus Chaperone
Job Purpose	To accompany and supervise pupils traveling on school transport to ensure their pastoral wellbeing, comfort and health and safety throughout each journey and act as the key point of contact for parents of pupils using the school transport service.
Accountable to:	Assistant Head, Pastoral - Junior School
Accountabilities	1. Teaching and learning a) None 2. Pastoral care a) Supervise pupils to ensure their safe passage on school transport services adhering to school policies, procedures (including taking registers) and guidance at all times b) Liaise with School leadership on the implementation of appropriate strategies to ensure that all pupils are supported pastorally – referring concerns to the School as necessary. c) Promote and model positive behaviour for pupils while in School care. d) Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims. e) Administer first aid as necessary, when required. 3. Management of Resources a) You will be provided with a school mobile device to facilitate the performance of your duties. You will be required to take good care of both the device and the data accessible from it in accordance with the school's ICT Code of Conduct.

	4. Communications a) Represent the school in a friendly, polite, courteous and professional manner to parents and carers bringing or collecting pupils to or from the bus. b) Where appropriate, develop relationships with parents and carers to foster links between home and school, and to keep the school fully informed of relevant information. c) Be aware of confidential issues linked to home /pupil /teacher /school. d) Communicate concerns and observations to the relevant person regarding pastoral, health & safety issues and safeguarding matters to maintain the school's duty of care. e) Liaise with parents regarding the effective sharing of information in connection with the collection of pupils. 5. Training & development of self and others a) Maintain valid paediatric first aid qualification, undertaking refresher training as arranged by the School, as necessary b) Where appropriate, to assist in the induction, development and support of other chaperones in their role. c) Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.
General requirements	All school staff are expected to: a. Work towards and support the school's vision and current objectives outlined in the School Development Plan, contributing to the school's long-term success and reputation. b. Support and contribute to the school's financial sustainability and efficiency by seeking value for money in all school activities and decisions.

	c. Positively advocate for the school, actively contributing to the school's marketing efforts and public relations by promoting its values, strengths, and achievements and participating in events and activities aimed at pupil recruitment and retention. d. Contribute to the school's programme of co and extra-curricular, enrichment, partnership and outreach activities, enriching the pupil experience beyond the classroom. e. Support and contribute to the school's responsibility for safeguarding pupils, promoting their welfare and protection in all aspects of school life and being vigilant for indicators of harm, actual or potential, outside of school and reporting concerns as necessary, in accordance with the school's safeguarding policies. f. Work within the school and GDST's health and safety policies to ensure a safe working environment for all staff, pupils, and visitors. g. Work within the school and GDST's diversity and inclusion policies, promoting equality of opportunity for all pupils and staff - current and prospective. h. Abide by the school and GDST's data protection and cyber security policies to preserve the security and integrity of personal and corporate data and systems. i. Support the school and GDST's commitment to sustainability, actively working towards environmental goals and promoting sustainable practices in school operations. j. Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with pupils, parents, colleagues and the wider community. k. Engage actively in the performance review process and take advantage of appropriate training and development opportunities to improve skills and performance. l. Adhere to policies as set out by the GDST and the school. m. Undertake other reasonable duties related to the job purpose as required from time to time.
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Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
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Person Specification

Skills Required

Ability to demonstrate active listening skills	Essential
Ability to use language and other communication skills to which children can relate	Essential
Ability to empathise with the needs of children	Essential
Ability to work effectively with others	Essential
Ability to provide appropriate levels of individual attention, reassurance and help to ensure the service runs smoothly	Essential

Knowledge Base

A good standard of education, particularly in English and Mathematics	Desirable
Knowledge of appropriate First Aid procedures	Desirable
Knowledge of Safeguarding requirements in schools	Desirable

Qualifications/Attainment

	Level	
Evidence of attainment or training in Safeguarding procedures		Desirable
Evidence of attainment or training in First Aid		Desirable
Evidence of attainment or training in Health & Safety		Desirable
Willingness to participate in further training and developmental opportunities offered		Essential

Experience

Relevant experience in an educational establishment/setting	Desirable
Demonstrable evidence of establishing positive relationships with children	Desirable
Demonstrable evidence of experience in supporting children in a learning environment	Desirable

Attitude/approach

Professionally discreet and able to maintain confidentiality on all school matters	Essential
Willingness to adopt a flexible approach to all directed tasks	Essential
Willingness to work as part of a team	Essential
Customer service focussed approach to role, in particular, all interactions with pupils and parents	Essential