

Melton City Council

School Crossing Supervisor

Position Description

PD: 00167

A thriving community
where everyone belongs

1. Position details

Position Title	School Crossing Supervisor
Directorate	Community Safety
Service Unit/ Department	Amenity Protection
Position Classification	Band 1
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader Amenity Protection
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• Other Council staff
External liaisons	<ul style="list-style-type: none">• General Public• School Principals• Teachers• Police

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture 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. 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.

5. Child Safe Environment

Melton City Council is committed to ensuring a Child Safe environment.



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.
- Set up and take down school crossing flags 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

- Carry out the correct supervision of a School Crossing by directing and controlling pedestrians and motor vehicles.
- Understand the principles and procedures used in the supervision of a School Crossing.
- Ensure that the appropriate uniform is worn including all safety equipment whilst operating the School Crossing.

7. Judgement and decision making

- Make decisions as to when children enter and exit crossings and when to stop vehicles.
- 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.
- High level of awareness and an ability to judge traffic flows to facilitate the safe passage of pedestrians.
- Understanding of Council policies and of the road laws as they relate to Children's Crossings.

9. Management skills

- Work unsupervised and direct pedestrians correctly and safely over school crossings.
- Manage one's own time to punctually attend and set-up the school crossing.

10. Interpersonal skills

- Communicate in a clear and polite manner.
- Gain cooperation and assistance from children, citizens, motorists and other stakeholders to maintain a safe school crossing.
- Have a genuine concern for the safety of children and adults.
- Educate children and parents about safety at school crossings when required.

11. Qualifications and experience

- 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.
- Experience in dealing with a broad range of people.
- Current valid Victorian Drivers licence
- Current Working with Children's Check

12. Key Selection Criteria

1. 'Working with Children' check and valid Victorian Drivers Licence.
2. Understand the role of School Crossing Supervisor.
3. Build a positive rapport with children, parents and school staff is essential.
4. Supervise children of all ages on school crossings.
5. Ability to pass a medical (including hearing and eye test)
6. Basic written skills.
7. Effective verbal communication skills, particularly in relation to effective communication with and gaining cooperation of children.
8. Flexibility to travel (must have access to a working mode of transport) to any crossings within the Melton City Council municipality (sometimes at short notice) and to attend training sessions.

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

Team Leader Amenity
Protection

September 2021

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

