
School Crossing Supervisor

Position description

March 2024






Northern Grampians Shire Council
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Position description

Position title	School Crossing Supervisor
Classification	Band 1
Directorate	Infrastructure and Amenity
Department	Community Safety and Amenity

Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

Position objectives

This position is responsible for effectively and safely supervising a Children's Crossing whilst enhancing and promoting the safety of children and the public using the crossing.

Key responsibility areas

- Operate the crossing in accordance with the *VicRoads Instructions for Children's Crossing Supervisors handbook*.
- Perform the functions of a trained school crossing supervisor to ensure the safety of the school children and pedestrians using the crossing including:
 - Ensure that it is safe to cross before allowing any person onto the crossing;
 - Ensure the flags are displayed correctly whilst performing duties;
 - Ensure that all vehicles are stationary before allowing pedestrians across the crossing; and
 - Ensure that all pedestrians have crossed the roadway before vacating the crossing.
- Wear issued uniforms and utilise safety equipment at all times.
- Attend training sessions as required.
- Attend medical examinations as required by Council including general health, cognitive, sight and hearing tests.
- Create a positive image of Council by delivering excellent customer service to the public in accordance with Council's Code of Conduct.

Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times.
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Coordinator Environment and Community Safety
Manages	N/A
External relationships	General Public, School children, Teachers, Principals, School committees
Internal relationships	All Council Employees

Accountability and extent of authority

- Employees perform broad tasks involving the utilisation of a range of basic skills.
- Employees work under routine supervision either individually or in a team environment.
- Work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.
- Employees are responsible for the quality of their work.
- Employees assist in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainer

Judgement and decision making

- Work activities are routine and clearly defined. The tasks to be performed may involve the use of a limited range of tools, techniques and methods within a specified range of work. Employees may resolve minor problems that relate to immediate work task.

Specialist skills and knowledge

- The position requires knowledge of the road laws as they relate to Children's Crossings.
- A clear understanding of the role and purpose of a School Crossing Supervisor.
- A high level of awareness and an ability to judge traffic flow.

Management Skills

N/A

Interpersonal skills

- Employees require basic oral communication skills and where appropriate written skills, with clients, members of the public and other employees.

Qualifications and experience

- Ability to effectively communicate with members of the public in a clear and pleasant manner
- The ability to supervise and manage students and other users of the crossing to ensure correct procedures are followed in the use and operation of the crossing.
- Ability to blow the School Crossing Supervisor's whistle.
- Ability to project the voice and call out warnings
- Acute road sense including eyesight and hearing capabilities.
- An awareness of emergency procedures.
- Ability to work in all weather conditions
- Work autonomously and do so with minimal supervision.
- Satisfactory completion of a pre-employment police check and ongoing police checks every 3 years
- Satisfactory completion of a pre-employment Working with Children check and ongoing Working with Children checks every 3 years
- The position requires the individual to be able to meet the physical demands of the job. Employment in the position is subject to satisfactory completion of a pre-employment functional examination and ongoing functional examination reviews.

Selection criteria

1. Possess inherent physical requirements for the position
2. Well developed interpersonal skills with the ability to relate to people at all levels.
3. Excellent time management skills and punctuality
4. Ability to make judgements in intercepting traffic and ensuring a safe environment for crossing.
5. Display a positive attitude, exercise patience and care when supervising children.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

Emergency Management - All employees may be required to undertake Emergency Management Duties as directed.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	March 2024
Prepared by	Manager People and Culture
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]