

## JOB DESCRIPTION

<b>Post Title:</b> Pupil Escort	
<b>Department:</b> Children, Young People & Culture	<b>Post No:</b>
<b>Division/Section:</b> Operational Services	<b>Post Grade:</b>
<b>Location:</b> Various	<b>Post Hours:</b> Flexible
<b>Special Conditions of Service:</b>  Holidays for permanent escorts must be taken during periods of school closure.	
<b>Purpose and Objectives of Post:</b>  Ensure the safe transportation of pupils with Special Educational Needs from home to school, with particular reference to their safety and comfort.	
<b>Accountable to:</b> Executive Director of Children, Young People and Culture	
<b>Immediately Responsible to:</b> School and College Transport Team	
<b>Immediately Responsible for:</b>	
<b>Relationships: (Internal and External)</b>  Council Department Officers Pupils Parents and Carers Contractors and Drivers Other Escorts All school staff Respite care staff	

**Control of Resources:**

ID badge

Confidential information regarding the pupils travelling e.g. Schedule, care cards

Equipment e.g. car seats and harnesses

Health and safety equipment e.g. spillage pack, high visibility vest

Pupil's personal equipment eg medication, school money, etc.

**Duties/Responsibilities:**

As a pupil escort you are responsible for the care and welfare of the children who travel on your vehicle. You share the responsibility for ensuring that those children reach their destination safely.

**Duties/Responsibilities:**

- Escorts are required to wear identification badges at all times when travelling with the pupils. They should also have available the schedule of pupils who are travelling and their care cards.
- To ensure that you are the first person picked up by the driver and the last person dropped off.
- To check that the vehicle is clean for the pupils to travel in.
- To supervise pupils travelling on the vehicle with particular reference to their safety, comfort and control. (the escort will be required to sit in the rear of the vehicle with the pupils)
- To assist pupils boarding and alighting from the vehicle and to ensure their safety in doing so. This may involve some assistance in physically lifting them on and off the vehicle; this would usually be young pupils in baby seats. Once a child is too heavy for their seat the escort would be responsible for alerting their line manager.
- To ensure pupils are properly secured and supported in their seats, while the driver is responsible for securing the wheelchairs on to the transport. Escorts should check all wheelchairs, seat belts, webbing and clamps. Electrical chairs must be checked to ensure that they are in neutral and switched off. Escorts need to check that all the pupils and their equipment are securely fastened before the vehicle moves off. NB No wheelchair should be placed sideways in a taxi.
- Escorts must not leave pupils unattended in the vehicle. They may help pupils on and off the vehicle, but they should not take them from the vehicle to any other point if this would involve leaving other pupils in the vehicle unattended.
- To ensure that where a seat belt is available you must wear it.
- To ensure that all pupils remain seated and appropriately secured both during the journey and until the transport stops.
- To ensure that all doors remain closed until the vehicle is at a standstill.
- To deal with a child who has suffered from travel sickness while in transit. This would involve cleaning the child as far as possible using a spillage pack.

- To be responsible for any medication, money, or equipment left in your care and to be responsible for passing them on to the Head Teacher / Teacher responsible for the pupils or parent, as appropriate.
- To report any absences, apparent illness or abnormal behaviour to the receiving Head Teacher/ Teacher in charge or the School and College Transport Team. In addition, responsibility for returning pupils to their homes where they have been taken ill on the vehicle, where necessary.
- In a medical emergency the escort would be expected to phone an ambulance if he/she believes it to be necessary.
- To be responsible for contacting the School and College Transport Team if you have any problems of any nature including all accidents and incidents. Any accidents should be recorded and dated on the appropriate form and in the escort's diary.
- To ensure that all pupils are received at home/drop off point. Where there is no one home to receive a child their escort will be responsible for telephoning the School and College Transport Team immediately so that other arrangements can be made.
- The escort is responsible for ensuring that the pupils are returned only to the parents or an agreed named person.
- Ensure that pupils get on and off the vehicle only at agreed points.
- To ensure that no pupil is left on the vehicle at the end of each journey.
- Escorts should notify the School and College Transport Team of any problems which arise with regards to:
  - Consistent late arrival at school
  - Consistent lateness of individual pupils
  - Changes in the type of vehicle – note registration number
  - Permanent changes of the pick up/drop off points
  - Contact the office /school in emergencies
- There may be a need to accept telephone calls from parents about their children. A telephone number will be given out, parents are encouraged to call at a reasonable time.
- To attend all appropriate training as and when required.
- To be involved in on the job training of new/supply escorts.
- To ensure that sensible clothing and shoes are worn appropriate to the nature of the work.
- To inform the School and College Transport Team if your run will not proceed as the pupil is unwell.
- No smoking, eating or drinking is allowed on the transport.
- You should work in conjunction with your driver. If there are any problems contact the School and College Transport Team.

### **Relationships with the Public**

There will be close contact with the pupils being escorted and their families therefore confidentiality is essential at all times. The pupils using this service have varied and sometimes profound needs. There is a need for a sympathetic and tactful approach not only with the pupils but also the parents. Parents may require escorts to carry messages between home and school. There will be daily contact with parents. A courteous and professional manner must be maintained at all times.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

## DEPARTMENT FOR CHILDREN, YOUNG PEOPLE & CULTURE

### PUPIL ESCORT

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
Commercial Thinking & Analysis		Planning	
Customer Service	X	Developing Self & Others	
Delivering Results		Teams, Networking & Partnerships	
Values, Ethics & Diversity	X	Adapting to Change	
Delivering a Quality Service(Continuous Improvement)	X		

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
• What previous experience and skills do you have of working with pupils with additional special educational needs?	X	
• What type of information would you consider to be confidential and why is it important for it to remain so?	X	
• What do you think are the important factors of ensuring that children are safe while travelling on the transport to school?	X	
• What previous experience do you have of dealing with the public, parents and school staff?		X
• When working with children with additional special educational needs, what do you feel are the important factors to take into consideration?	X	
• What makes a good team work well?	X	
• What previous experience and skills do you have in relation to health and safety and working alone?	X	

<ul style="list-style-type: none"> <li>What do you think are the key points to be able to manage effectively a pupil who has a high level of needs due to a medical condition, physical difficulties, behavioural difficulties or Autism?</li> </ul>	<b>x</b>	
<ul style="list-style-type: none"> <li>What recent training have you attended and would you be willing to attend further training if you are successful in your application?</li> </ul>	<b>x</b>	

Contd. overleaf

## **CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

<b>ASSESSMENT METHOD</b>	<b>CRITERIA</b>