



**SOLIHULL**

## **School Transport - Pupil Chaperone**

Our school transport plays a fundamental part in everyday school life, allowing pupils the opportunity to travel to and from school safely and reliably from a wide span of areas across the West Midlands. Under the supervision of the Deputy Head of the Preparatory School (Pastoral), the primary responsibility of a School Transport Pupil Chaperone is to ensure the safety, supervision and well-being of our Preparatory School Pupils whilst travelling between campuses at the start and end of the school day. The successful candidate will be attentive, patient and understand the importance of safeguarding and safety of those pupils using our school transport service.

This is a term-time only role, 12.5 hours per week:

8am – 9am, 3:15pm-4:45pm Monday to Friday.

The timings of the final day of each term will vary in line with the early school day finish.

### **Principal areas of responsibility:**

#### **AM**

- Meet Preparatory School pupils at the Level (Senior School campus) as they exit their School Coach.
- Escort Preparatory School pupils from their School Coach to their designated shuttle bus.
- Ensure all pupils who are expected to be on the shuttle bus are on the bus, following up where necessary.
- Travel with the Preparatory School pupils on the shuttle bus, ensuring good behaviour and safety is maintained throughout the journey.
- Once at the Preparatory School campus, escort Alice House pupils to Alice House and hand over to the receptionist on duty.
- Liaise with Coach Drivers and Shuttle Bus Drivers, as required.
- Liaise with Preparatory School staff and/or the Assistant Bursar (Transport) regarding any unresolved or ongoing issues, seeking support as necessary.
- Providing attentive care and reassurance to pupils as needed and liaising with members of the pastoral team, as necessary.

## PM

- Collect Alice House bus pupils from Alice House reception and escort them to their designated room where they will wait for their shuttle bus.
- Supervise both Alice House and Junior School bus pupils whilst they await their shuttle bus to the Senior School Campus.
- Provide opportunity for Preparatory School Bus pupils to have a snack, use toilet facilities and fill up water bottles.
- Provide attentive care and reassurance to pupils as needed and liaising with members of the pastoral team, as necessary.
- Travel with the Preparatory School pupils on the shuttle bus to the Senior School, ensuring good behaviour and safety is maintained throughout the journey
- At the Senior School Campus, escort Preparatory School pupils onto their school coach for their onward journey
- Where required, liaise with members of staff on Level Duty, Coach Drivers, and Shuttle Bus Drivers.
- Liaising with Preparatory School staff and/or the Assistant Bursar (Transport) regarding any unresolved or ongoing issues, seeking support as necessary.

The Job Description is subject to:

- Other reasonable requests by the Preparatory School Management Group and/or Assistant Bursar (Facilities, Compliance and Transport).
- Annual Review to consider the changing needs of the school.

## Person Specification: School Transport Pupil Chaperone

To be shortlisted for a role at Solihull School, you must demonstrate that you meet all the essential criteria and as much of the desirable criteria as possible.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> <li>• A good level of numeracy and literacy</li> <li>• Willingness to undertake training and development appropriate to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric or other First Aid Certificate (and a willingness to keep up to date with training as appropriate)</li> <li>• Level 1 Safeguarding Training (to be provided)</li> <li>• GCSE Maths and English (Grade C or above)</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience supporting pupils of the relevant age range (KS2/KS1/EYFS)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of pupils with SEND</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills</li> <li>• Ability to work on own initiative, work without direct supervision and problem solve.</li> <li>• Ability to draw clear, calm boundaries when appropriate.</li> <li>• Ability to provide warm and consistent care to children.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness and understanding of safeguarding and welfare of children</li> </ul>

## Requirements of all Staff Members at Solihull School

	Requirement
<b>Requirements within role</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding children</li> <li>• Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy</li> <li>• Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect</li> <li>• Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice.</li> <li>• Participation in the effective management of the school by attending meetings as required.</li> <li>• Adhering to the Health and Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard for the health and safety of all members of the school community.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Physical and mental capacity to undertake the role, and an exemplary previous attendance record.</li> <li>• Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders.</li> <li>• High degree of personal integrity and confidentiality.</li> <li>• Able to take a common-sense approach with high levels of diplomacy, tact and empathy</li> <li>• High standards of work with excellent attention to detail</li> </ul>