

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

School Cycle Marshal

Job Description

Responsible to:	Assistant Headteacher (KS3 Behaviour)
Salary Scale:	Grade 7
Working Time:	5 hours per week, term time only Monday to Friday: 8:05 am to 8:35 am and 14:55 pm to 15:25 pm

Job Purpose:

The key responsibility is to ensure the safety and behaviour of students using the cycle track in immediate proximity to the school.

Duties and Responsibilities

- To ensure the safety of students using the cycle track in immediate proximity to the school
- To control the flow of cyclists by rapidly assessing the traffic situation
- To maintain control over students who are arriving and departing school on bikes or on foot along the cycle track next to the school
- To provide a caring, authoritative and assertive approach to all members of the public
- To wear all the appropriate clothing supplied, in the correct manner, in order to comply with Health and Safety Regulations and to be visible and tidy at all times
- To report any problems and difficulties, as well as any information in connection to any incident or accident, to the Headteacher
- To deal with problems and complaints efficiently and calmly
- To receive training as required
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

General Duties

- Always act in accordance with school/local/national policies and procedures (e.g. GDPR)
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

March 2024