

### Job Description

<b>Job Title</b>	School Streets Assistant
<b>Reports to</b>	Headteacher
<b>Line Management of</b>	NA
<b>Working Hours &amp; Pattern</b>	Part Time, 8 Hours 20 minutes per week (term time only)
<b>Salary / Grade</b>	Pathway 1/ Points 2-3
<b>Date Last Evaluated</b>	February 2024
<b>Core Purpose</b>	To contribute to creating a safe and pleasant environment during the start and end of the school day, working closely with members of the Academy's senior leadership team and site officer to manage the school safety zone.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• <b>Road closure set up and removal</b> – To set up and dismantle road closure signage and cones within the designated school safety zone at specified times to ensure the safety of students during school arrival and departure.</li> <li>• <b>Point of Contact</b> – To be responsible for one of the closure points within the school safety zone during arrival and departure, interacting with parents and children, providing a friendly and approachable presence.</li> <li>• To answer inquiries and provide information to parents and visitors regarding the road closure procedures.</li> <li>• <b>Traffic Management</b> – To effectively manage access and exit points for resident cars and home-school transport vehicles provided by the local authority.</li> <li>• To collaborate with local authorities to ensure smooth traffic flow and minimal disruption to the surrounding community.</li> <li>• <b>Community Engagement</b> – To engage with parents and members of the community to promote safe parking practices and responsible access.</li> <li>• To communicate and educate parents on the importance of adhering to the designated drop-off and pick-up areas.</li> <li>• <b>Safety Advocacy</b> – To act as an advocate for safety, promoting awareness of traffic rules and pedestrian safety to parents and students.</li> <li>• To report any observed safety concerns or incidents to the Academy.</li> <li>• To ensure the safety and wellbeing of children on arrival and departure from school.</li> </ul>
<b>General Responsibilities</b>
<ul style="list-style-type: none"> <li>• Take on any additional responsibilities which might from time to time be reasonably determined</li> <li>• Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.</li> <li>• Be aware of the Academy's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies.</li> <li>• Demonstrate a positive commitment to equality and diversity</li> <li>• Engage with appropriate training opportunities to promote professional effectiveness in this role</li> <li>• Promote a flexible approach to meet the changing needs of the Trust.</li> </ul>

- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

#### **Trust Responsibilities**

In addition to the specific responsibilities of this post, every member of staff at the Trust will commit to:

- Providing a courteous and efficient service at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust
- Working to maintain the Trust at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation
- Promote the safeguarding of all learners.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
None required	<b>N/A</b>	<b>N/A</b>
<b>Knowledge and Understanding</b>		
Basic knowledge of traffic management and road safety principles and the highway code	<b>E</b>	<b>I</b>
<b>Skills and Abilities</b>		
Strong communication and interpersonal skills	<b>E</b>	<b>A/I</b>
Remain calm under pressure and handle challenging situations tactfully	<b>E</b>	<b>I</b>
Willingness to work outdoors in various weather conditions	<b>E</b>	<b>A</b>
Encourage high standards of pupil behaviour at all times	<b>E</b>	<b>A/I</b>
Good timekeeping skills	<b>E</b>	<b>A/I</b>
<b>Experience</b>		
Supervising children (i.e as a parent or carer)	<b>D</b>	<b>A/I</b>
Worked in a school environment or childcare setting	<b>D</b>	<b>A/I</b>
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values	<b>E</b>	<b>A/I</b>
Commitment to equality and diversity in the workplace	<b>E</b>	<b>A/I</b>
Adhere to GDPR guidelines and the Academy's internal procedures	<b>E</b>	<b>A/I</b>
Adhere to the Academy's Safeguarding and Prevent Policy and procedures	<b>E</b>	<b>A/I</b>
Adhere to TDET's Health and Safety policy and procedures	<b>E</b>	<b>A/I</b>

### Assessment methods

**A – Application    I – Interview    T – Task/Activity    L – Lesson Observation    R – References**