



ELMS SCHOOL JOB PROFILE

Name:		Date:	June 2017
Job Title:			
Transport Escort			
SALARY INFORMATION:			
Hours:	Ranges from 7.5-15 depending on location	Weeks:	39
Band:		Band:	KR2

The School

Elms School is a day special school for pupils aged 5 to 16 years. All pupils have an Education and Healthcare Plan. Most have complex behavioural, social, emotional and mental health difficulties and additional learning difficulties, such as ADHD, adolescent psychiatric problems, attachment disorder issues along with challenging behaviours. The BESD pupils have deep-seated and long-term emotional needs, but are functioning at a higher academic level. A high percentage of pupils also have Autistic Spectrum Disorders.

Elms School has been recognised as 'outstanding in every aspect' following an OfSTED Inspection in April 2014. This is the third time in a row that Elms School has received the 'outstanding' status.

Many pupils travel from a wide area across Kent to attend Elms School.

Employment

The post holder is expected to work within the rules and regulations laid down in the current "Kent Scheme" manual. The Head Teacher will take notice of advice given by professional associations.

The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the school. In return the leadership are committed to support the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.

The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-operatively to fulfil these.

Deployed by:	Transport Manager
Accountable to:	Head of Business and Premises
Appraiser:	Transport Manager

This job profile encompasses in general terms the normal duties which the post holder will be expected to under-take. However, the job profile or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.

1. PURPOSE OF JOB

- To be part of a small team of minibus/MPV escorts for the school.
- To ensure the safety and well- being of pupils during their journey.

2. KEY DUTIES AND RESPONSIBILITIES

- To assist pupils on and off the vehicle ensuring seatbelts are fastened.
- To complete registers of pupils on each trip.
- To ensure the well-being of the pupils during the journey to enable them to arrive at school safely and ready to learn.
- To ensure messages are communicated to parents/carers and the behaviour team.
- To notify the school of any incidents as necessary
- To participate in relevant training including team-teach training and refresher courses.
- Comply with all school policies.
- Any other duties commensurate with the grade and role.

Agreed By Job Holder	Approved By Manager
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	CRITERIA
1. SKILLS, KNOWLEDGE & APTITUDES	<ul style="list-style-type: none"> • Able to communicate factual information politely and courteously. • Able to establish a rapport with pupils and parents. • Understands and able to apply Health and Safety procedures relevant to the job. • Remain patient and calm in difficult circumstances.
2. QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • A minimum of GCSE Grade C in English and Maths
3. EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of escorting children with complex behavioural, social, emotional and mental health difficulties would be an advantage
4. PROFESSIONAL CONDUCT	<ul style="list-style-type: none"> • A flexibility of approach to a variety of issues • Willingness and ability to listen and inspire confidence in colleagues • Able to listen, observe and pass on information as required. • Maintain confidentiality. • A passion for making a difference to children and willingness to go the extra mile • Emotional resilience and a good sense of humour.