



St. Mary's College Crosby

Job description for school bus chaperone

Post: School bus chaperone

Responsible to: The Head of the Preparatory school and Head of pastoral at the College

Main duties and responsibilities

1. To supervise and support pupils on the bus route to and from school, ensuring that they get on and off the correct stop and travel in comfort and safety.
2. Ensure the pupils feel welcome, cared for and safe, there will be another adult present who will be driving the bus
3. To work with the driver to make sure all the children are safe on the bus and are returned safely to their parents/guardians at the end of the day.

THE ROLE:

Skills and Experience

- Ability to help organise children
- Good behaviour management strategies

Experience

Relevant inter-personal experience with children

Disposition and physical requirements

- An understanding of the importance of promoting and safeguarding the welfare of children
- A pleasant, patient and helpful personality who can liaise effectively with school staff and parents/guardians
- Excellent reliability, timekeeping and punctuality
- Excellent communication and organisational skills with good attention to detail
- Willingness to attend relevant training courses
- A flexible, can-do attitude, with the ability to adjust to change (sometimes at short notice)
- Physically fit to be able to assist children with kit bags
- Ability to work independently and as part of a team when required

Responsibilities

- Prompt departure from the School or external collection points in accordance with the bus schedule to ensure all pupils arrive and depart on time.
- Ensure that all pupils on board sit correctly and wear their seatbelt at all times and luggage is correctly stowed whilst the journey is underway.
- To be aware of and comply with the protocols and procedures in the event of an emergency or breakdown.
- Fully comply with all School policies and procedures as well as external legislation, road traffic regulations and the Highway Code.
- Promptly report any operational problems (e.g. traffic delays) to the transport management company or school so that parents can be kept up to date.
- Being presentable in appearance and professional, polite and courteous at all times. Logoed polo shirt and fleece provided.
- Work alongside the bus driver to ensure all pupils adhere to School regulations throughout the journey, including remaining seated and wearing seat belts.
- Maintain a professional relationship with parents and pupils at all times, reporting any issues with pupil behaviour to your line manager as required.
- Attending staff meetings, training (including inset) and briefings as and when required.
- Some flexibility will be required at the start/end of terms when the school day may start later/finish earlier, such as half days. Necessitating changes to the timetables of services.
- Undertake any other reasonable duties required, as directed by your line manager.
- Represent the school in a positive way

All staff are expected to adhere to the school's code of conduct at all times and be committed to the school's policy for safeguarding the wellbeing of pupils at St Mary's College.

January 2024