**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

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| **Job Title** | School Transport Driver and Passenger Assistant |
| **Hours** | 25 hours p/w |
| **Working Weeks** | 39 weeks p/a |
| **Hourly Rate** | Salary is based on candidates experience |
| **Responsible to** | People, Resources and Compliance Manager  People, Resources and Compliance Manager  People, Resources and Compliance Manager |
| **Purpose of Job** | The passenger assistant driver is responsible for assisting students during their journey to and from school and to ensure the safe and their comfortable access and egress of the vehicle. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all students with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Student voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for students, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all students |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip students and families with the knowledge, skills, independence and resilience to face future challenges |

**AIMS AND OBJECTIVES**

* To collect children from home and take them to school in the morning.
* To collect children from school in the afternoon and take them home.
* To maintain good customer relations with parents and schools and contribute to a good atmosphere on the bus.

**MAIN DUTIES & RESPONSIBILITIES**

* The passenger assistant/driver is expected to complete their duties as part of high-quality passenger transport services.
* The passenger assistant/driver is expected to work as part of an efficient team providing a quality service for individuals who may have mobility difficulties.
* The passenger assistant/driver must deal sensitively with the needs of their passengers who may be children with severe or profound learning or physical disabilities.
* The passenger assistant/driver is expected to complete their duties in accordance with procedures and training.
* The passenger assistant/driver is expected to carry out their duties in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the schools Equal Opportunities Policy.
* As the passenger assistant/driver may be in sole charge of their passengers, the post is subject to an Enhanced Disclosure under the arrangements established by the Disclosure and Barring Scheme.

**Duties**

* To assist on school transport routes on accessible minibuses to transport individuals who may have mobility difficulties and/or disabilities with due consideration to their needs and comfort.
* The passenger assistant/driver and driver must work as a team to provide a safe and quality service. This will require flexibility from both members of the team.
* The passenger assistant, with assistance from the driver, must ensure that all passengers are sitting safely and comfortably in their designated seats with seat belts before driving off.
* The passenger assistant will remain in contact with the office and be responsive to operational needs and keep communication channels with parents open to respond to changes of routine.
* On home to school routes children will be collected from their home address in the mornings strictly in accordance with the schedules laid out by the contract and taken to school.
* Children will be collected from school in the afternoon and taken to their homes as per schedule.
* The passenger assistant along with the driver is expected to monitor timetables and keep the office informed if regular difficulties arise as well as recommending amendments where appropriate.
* The passenger assistant/driver must ensure that students are only allowed to disembark from the vehicle if they are either supervised by themselves or a member of school staff.
* The passenger assistant/driver will ensure that once children are handed over to them at the end of the day, they will ensure they are supervised at all times until handed over to their parents / carers at the end of the journey.
* The passenger assistant/driver will assist passengers where necessary from their homes and destinations to and from the vehicle.

**Other**

* The passenger assistant will complete specified paperwork and timesheets and fill in log-sheets, as required, and return to the office in a timely manner.
* The passenger assistant/driver will undertake training courses including PATs (Passenger assistant driver Training), Moving and Handling, First Aid, Safeguarding and any other appropriate training relevant to the transportation and safety of their passengers.
* The passenger assistant/driver may be required to assist with daily safety checks of the vehicle before the commencement of their route. All defects must be immediately reported to the office.
* The passenger assistant/driver will be responsible for assisting in maintaining the internal and external cleanliness of the vehicle including washing the exterior as required, sweeping, mopping and tidying the interior as required.
* The passenger assistant/driver will report any incidents, accidents and vehicle damage, possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the transport service to the People, Resources and Compliance Manager.
* The passenger assistant/driver is expected to always conform to Health and Safety requirements in respect of Health & Safety at Work Act and other relevant legislation, to adhere to safe working practices, Health & Safety policies and other procedures and to report all accidents and incidents in accordance with procedures.
* The passenger assistant/driver is responsible for day-to-day health and safety issues, wear appropriate PPE and to ensure that a duty of care is maintained to themselves, their passengers and other colleagues. The uniform provided should be worn at all times when on duty and its cleanliness should be maintained to an appropriate standard.
* The passenger assistant/driver will aid the resolution of conflicts and/or deal with disruptive passengers.

**Practice**

* Ensure that all students, adults, and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse, and exploitation.
* Maintain strict confidentiality.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

**Continuous Professional Development**

* Assume responsibility for own professional and personal development.
* Maintain a high level of competence to deliver the organisation’s requirements.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, students safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
* Attend and participate in supervision
* Undertake relevant mandatory training.

**Safeguarding**

* Ensure that the Safeguarding Policy is always followed.
* Ensure that any safeguarding concerns are reported and followed-up without any undue delay
* When required, complete fact-finding investigations for safeguarding allegations

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document

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| **PERSON SPECIFICATION** | | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Be responsive and reflective * Be accountable, honest and reliable * Provide individuals with confidence, inspiration, direction and guidance * Caring attitude * To work constructively as part of a team * Have a calm, consistent approach and be warm, welcoming and personable. * Understanding and empathy with the work of the school * Self-motivate with a positive attitude * Develop innovative solutions * Ability to use clear language to communicate information unambiguously * Ability to listen effectively * Ability to negotiate effectively with adults and students |  |
| **Job Skills** | * Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. * Ability to understand and carry out instructions * Ability to work collaboratively and co-operatively with all professional colleagues and students * Ability to demonstrate and promote good practice in line with the ethos. | * Successful experience working with students in a school/early years environment |
| **Knowledge & Experience** | * Non-discriminatory practice * Good understanding of Safeguarding legislation, policy and procedures. * Understand and support the importance of physical and emotional wellbeing * Have knowledge and understanding of the different social, cultural and physical needs of students. | * Working with students and young people who have experienced trauma. |
| **Qualifications** | * Full Manual UK Driving License * Good understanding of the school | * Current First Aid Certificate * PATS (Passenger Assistant Training Scheme) certificate |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback |  |
| **Working Conditions** | * The ability to be physically able to perform your duties as recognised in Team Teach * A satisfactory DBS will be required for all employees |  |

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