

JOB DESCRIPTION

Job Title:	School Driver	Job Ref:	FC 043.3
Service:	Foundry College	Section:	KS1 - KS4
Reports To:	Business Manager	Location:	Foundry College
Grade:	5	Salary:	FTE SCP 12-17 - £27,711 - £30,060 (£26,206 - £28,427 pro rata)
Employment Status:	Permanent	Hours of Work:	40.5 hours per week term time only (8 am – 4.30 pm).

At Foundry we aim to work towards our Vision through our Values:

Nurture . Inspire . Achieve

College Vision:

Foundry College is committed to:-

- Excellence that inspires learning, achievement and enjoyment for all.
- Supporting all learners to attend their education provision.
- Promoting respect, nurturing the positive and developing skills for life.

Team Purpose

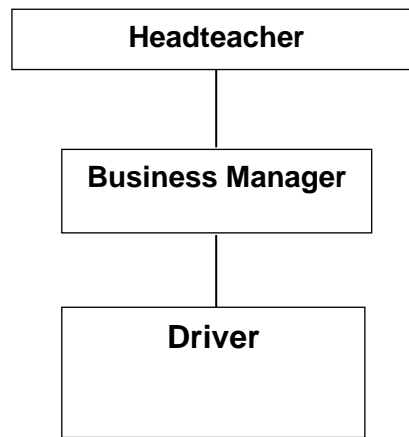
To work towards the College Therapeutic Thinking vision and ethos: -

- Providing a College for excellence that inspires learning and enjoyment for all.
- Promoting respect, honesty, communication and teamwork throughout the College.
- Preventative work in helping schools to develop strategies for behaviour management
- Supporting schools, teachers, support staff and pastoral staff in the management of individual pupils and groups of pupils with SEMH.
- At all times to promote and safeguard the welfare of all young people

Job Purpose

- Transport pupils safely to and from their provision.
- Support in the planning of efficient transport routes of pupils.
- Communicate transport arrangements with parents.
- Conduct daily safety checks of the vehicles ensuring they're roadworthy.
- Record keeping and reporting defects ensuring vehicles receive repairs and replacement vehicles are available.
- To ensure a high standard of cleanliness and hygiene throughout the vehicles.
- To assist in offsite activities.
- To provide support to pupils with management of emotional and behaviour difficulties.
- To help these young people overcome such difficulties, thus increasing their opportunities to achieve their educational potential.
- Record and report safeguarding and behaviour of pupils through the college information systems

Organisation Chart



Health and Safety Responsibilities

In accordance with the provision of the Health & Safety at Work Act 1974 etc. take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

Summary of Main Contacts

- Headteacher
- Senior Leadership Team
- Parents / Carers
- Teachers
- Other school / college staff
- Management Committee
- Other professionals
- Pupils
- Other WBC staff and services

Main Tasks / Accountabilities

This is not intended to be an exhaustive or definitive list. You may be required to carry out other duties where necessary.

Driver and Planning Responsibility

- Provide a transport service, using the college minibus to and from pupils' homes and activities in Wokingham and surrounding areas.
- To assist in the planning, organising, timetabling and communicating individual pupils' transport requirements.
- Conduct and record daily safety checks of the vehicles ensuring they are roadworthy.
- Report any identified defects ensuring vehicles receive repairs and replacement vehicles are available.
- Liaise with taxi companies regarding pupils' transport
- Escort and support pupils on educational trips in a group with the teacher.

Behaviour Management Responsibilities

- To help pupils to improve their ability to respond positively within their educational setting.
- Clarify and explain instructions, assisting in weak areas e.g. language, behaviour and presentation.
- Provide written and/or verbal feedback to teachers and other professionals on pupils' conduct, welfare, well being and emotional needs.
- Provide supervision during break times as required.
- Attend after college staff meetings and INSET training (if applicable) and help with special occasions in the college's calendar.

All college staff are expected to

- Work towards and support the college vision and current college objectives as outlined in the College Development Plan.
- Support and contribute to the college's responsibility for safeguarding pupils.
- Work within the college's Health & Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. It is not necessarily a comprehensive definition of the post. It may be subject to amendments from time to time, including on appointment, after consultation with the postholder and without changing the level of responsibility of the post.

Additional Information

- Foundry College is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- CVs will not be accepted.

Transport

- You must be able to meet the travel requirements of the post.
- Hold a full manual UK driving licence with 0 points or motoring convictions

*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

	Essential	Desirable
Qualifications:		
Educated to GCSE level or equivalent	√	
A professional qualification in a relevant area; or		√
Experience working with children and their families will be considered as an alternative qualification	√	
Experience:		
Experience of working with young people and their families in a professional capacity		√
Experience of working in an educational / school environment		√
2 Years driving experience in the UK	√	
Personal and Professional Skills and Attributes:		
Ability to understand the conflicting pressures encountered when working within a school environment	√	
Ability to understand the school perspective and work positively with school staff	√	
Ability to relate to young people and adults positively, both as individuals and in groups, encouraging participations and empowerment	√	
Ability to plan strategically in order to meet identified needs	√	
Good communication, both written and oral	√	
Ability to be self motivated and have good time management skills	√	
Ability to work within a team as a constructive team member	√	
Confident user of MS Word and Outlook	√	
Personal Qualities:		
The ability to build positive and appropriate relationships with young people	√	
The ability to motivate children who may have previous negative educational experiences and act with integrity	√	
The ability to remain calm in stressful situations	√	
Personal resilience and emotional strength	√	
A sense of humour	√	
Must be a good role model to pupils	√	
Must be adaptable and willing to accept guidance and support	√	
Special Factors:		
The post holder must possess a valid manual UK driving licence	√	
Be over the age of 21	√	