

## Job Description

### Pupil Guide

Job Details	
<b>Grade</b>	GR2
<b>Job Evaluation Number</b>	CE0740BVDA
<b>Number of Posts</b>	134+
<b>Directorate</b>	Children and Families
<b>Division</b>	Inclusion and SEND
<b>Department</b>	Travel Assist
<b>Service Area</b>	Travel Assist - Pupil Guides
<b>Reporting to</b>	Travel Assist Supervisor

### Strategic statement about Birmingham City Council

#### 1.0 Portfolio Responsibilities

To ensure that children with special educational needs who require guiding are accompanied to and from school in safety and security.

Provide a liaison link with parents on aspects of a child's health, well-being, welfare and education.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

To undertake the role of guide for children with special educational needs between home and. school either/or by:

1. walking with pupil;
2. using public transport;
3. travelling on a hired vehicle (taxi, private hire car, minibus, coach, tailhoist vehicle, ambulance

etc);
travelling on LEA owned vehicles.
To be responsible for the welfare, well-being, safety and security of pupils on the journey.
In some instances to collect children from and deliver them directly to their parents whether at home or at a pre-arranged pick up point. This may involve assisting parents to convey children on and off a vehicle.
NB; Guides must always ensure that children are not left unaccompanied but are delivered safely to their parents.
To take appropriate action as designated when parents are not available to take charge of children.
To act as a liaison link between the school and parents on matters relating to the pupils health, well-being, welfare and education, including the carrying of medication/dinner monies etc as required.
To assist, where necessary with lifting/carrying of children in and out of the vehicle in accordance with health and safety legislation.
To ensure that all pupils in the vehicle use the available appropriate restraints and that the vehicle does not move off until all seatbelts/harnesses etc are fastened securely.
To ensure that the Head Teacher/LEA is informed immediately if a vehicle is being used which is not fully equipped with the appropriate restraints.
To attend to the physical needs of pupils during the journey, including dealing with minor injuries (i.e. cuts, bruises).
To ensure that the driver is not distracted.
To act as the Education Authority's agent in ensuring that contract transport runs to time and collects/delivers all children en route.
To report any problems or practices that are not acceptable to the Head Teacher or the member of staff with delegated responsibility for transport.
To work as a team with the driver (if appropriate) to ensure a good transport service.
To undertake training as required
To comply with the requirements of the Health and Safety at work regulations
To take reasonable care for the Health and Safety of himself/herself and for others affected by his/her work. To co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

Such other duties as may be commensurate with the grade and nature of the post.
<b>SPECIAL CONDITIONS</b>
Guides must at all times be aware of the need to ensure saf
The number of hours to be worked, the individual children guided for the school .at which the guide is employed may be altered from time to time as required by the needs of children. The post, therefore, requires flexibility and mobility from the post holder.
On progression to a Senior Guide post, the following specific additional duties will be undertaken. This progression will be dependant upon a vacancy arising
To liaise with the Education Transport Office at the Education Department regarding issues relating to guides i.e. attending meetings within school and the LEA; identifying and requesting specific training needs for all guides; requesting ID badges and any other related issues.
To act as a mentor for newly appointed guides, which would include travelling with them on their allocated route, when required.
To monitor times of arrivals, breakdowns etc. of transport and record/report findings to the Education Transport Office, including provision of appropriate restraints.
To be able to administer the sickness monitoring procedures i.e. return to work interviews and to liaise with the Escort Liaison Officer regarding the procedures to be followed.
To liaise with the Head Teacher or Head Teacher's representative regarding school related matters; liaise with the school to arrange cover maintaining a list of guide's telephone numbers.
To liaise with Schools Personnel Services regarding queries with guide's wages.
To cover in the absence of other Senior Guides, where appropriate

### 3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts
Pupil Guides	N/A	Various

### Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Children
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## Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Experience	AF/I	Experience of working or caring for children with special needs or vulnerable adults - ensuring their health and safety whilst in your charge.
Experience	AF/I	Experience of working to set time-scales whilst exercising strict punctuality and displaying flexibility.
Experience	AF/I	An understanding of, and sensitivity to the needs of people with disabilities, particularly children with special educational needs in line with Birmingham City Council Equal Opportunities policy.
Skills	AF/I	Ability to effectively communicate verbally with school staff, pupils, parents, the Escort Liaison Team and transport employees.
Skills	AF/I	Ability to communicate in writing when necessary with school staff and the Escort Liaison Team. (i.e. accident reports, claim forms etc).
Other	AF/I	Ability to assess personal risk and identify safety issues for those in your care.
Competency	AF/I	An awareness of and the ability to maintain strict confidentiality at all times.
Competency	AF/I	Ability to work methodically within set deadlines
Competency	AF/I	Ability to work as a team member with school staff, Escort Liaison Section, transport employees and fellow Pupil Guides.
Knowledge	AF/I	Demonstrate an understanding of the importance of the home to school transport operation.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

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As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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**At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support**

everyone in reaching their aspirations and fulfilling their potential.