Do you have time to care?

Looking for a flexible role that can fit around your normal day? You could make a big difference to the children of Birmingham. We’re looking for caring, patient and reliable people to become Pupil Guides.

Available between 7-10 am and 2.30-5.30 pm, you’ll look after children with special educational needs while travelling to and from primary, secondary and special schools. The needs of the children cover a wide range of medical and behavioural conditions. You'll act as a vital link to parents on their child’s health, wellbeing, welfare and education.

You'll initially cover sickness, leave of absence, extra district routes or guide a newly arranged route. So you may only be working a morning, a day or a few weeks at a time. Ideal if you need more of a work/life balance. Even better, you'll usually be placed at a school in the area where you live.

Who we’re looking for

Sensitive to the needs of our most vulnerable young people, you'll ideally be a good communicator, used to working with young people with special needs. We’re committed to ensuring the best possible care, so we’ll help you settle in with full training before you start.

If you have any questions, please call the Travel Assist Section:

0121 303 6595 (South Area)
0121 303 3220 (North Area)

Ref: PE0672016

Closing date: 30 December 2016

“Birmingham City Council is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment”

The Travel Assist Section require that all guides have two suitable references, are medically cleared and have an enhanced Disclosure and Barring Service Check will be undertaken.

‘Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.’

The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful.
Children, Young People & Families

Job Description

Post: Pupil Guide / Senior Pupil Guide  Salary/Grade: GR2
Division: Strategy and Commissioning  Section: Individual Client Services

1. **Job Purpose**

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

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

2. **Duties & Responsibilities**

2.1 To undertake the role of guide for children with special educational needs between home and school by walking with the pupil, using Public transport, travelling on a hired vehicle (taxi, private car hire, minibus, coach, tail hoist vehicle, ambulance etc) or travelling on LEA owned vehicles.

2.2 To be responsible for the welfare, well being, safety and security of pupils on the journey.

2.3 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.

**N.B** Guides must always ensure that children are not left unaccompanied but are delivered safely to their parents.

2.4 To take appropriate action as designated when parents are not available to take charge of children.

2.5 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 as required.

2.6 To assist, where necessary with lifting/carrying of children in and out of the vehicle in accordance with health and safety legislation.

2.7 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.
2.8 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.

2.9 To attend to the physical needs of pupils during the journey, including dealing with minor injuries (i.e. cuts and bruises).

2.10 To ensure that the driver is not distracted.

2.11 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.

2.12 To work as a team with the driver( if appropriate) to ensure a good transport service.

2.13 To undertake training as required.

2.14 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.

2.15 Such other duties as may be commensurate with the grade and nature of the post.

**Senior Guide**

*On progression to a Senior Guide post, specific duties (2.16- 2.22) will be undertaken. This progression will be dependant upon a vacancy arising.*

2.16 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 ID badges and any other related issues.

2.17 To act as a mentor for newly appointed guides, which would include travelling with them on their allocated route, when required.

2.18 To monitor times of arrivals, breakdowns etc. of transport and record/report findings to the Education Transport Office, including provision of appropriate restraints.

2.19 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.

2.20 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.

2.21 To liaise with Schools Personnel Services regarding queries with guide’s wages.
2.22 To cover in the absence of other Senior Guides, where appropriate.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

   Principal Escort Liaison Officer

3.2 **Level of Supervision**

   Regularly supervised with work checked by supervisor

4. **Supervision Given** (excludes those who are *indirectly* supervised i.e. through others).

   N/A

5. **Special Conditions**

   ☐ Guides must at all times be aware of the need to ensure safety and security of children.

   ☐ 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, required flexibility and mobility from the post holder.

   ☐ This post is exempt from the Rehabilitation of Offenders Act

   ☐ A Criminal Records Bureau Check will be undertaken

**Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people** and expects all staff to share this commitment

Observance of the **City Council’s Equal Opportunities Policy** will be required.

RAS/JF/EC4869/29.03.2010
## Children, Young People & Families
### Person Specification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Pupil Guide/Senior Pupil Guide</th>
<th>Grade:</th>
<th>GR2</th>
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</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Strategy and Commissioning</td>
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</tbody>
</table>

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. - Test or Exercise.

### CRITERIA

<table>
<thead>
<tr>
<th>Experience (Relevant work and other experience)</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>1. Experience of working or caring for children with special needs or vulnerable adults ensuring their health and safety whilst in your charge.</td>
<td>AF/I</td>
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<td>2. Experience of working to set time scales whilst exercising strict punctuality and displaying flexibility.</td>
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<table>
<thead>
<tr>
<th>Skills &amp; Ability e.g. written communication skills, dealing with the public etc.</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to effectively communicate verbally with school staff, pupils, parents, the Escort Liaison Team, and transport employees.</td>
<td>I</td>
<td>AF/T</td>
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<tr>
<td>2. Ability to effectively communicate in writing when necessary with school staff and the Escort Liaison Team, (i.e. accident reports, claim forms etc).</td>
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<tr>
<td>3. Excellent numeracy skills.</td>
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<td>AF/I</td>
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<td>4. An awareness of and the ability to maintain strict confidentiality at all times.</td>
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<td>5. Ability to work methodically within set deadlines.</td>
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<tr>
<td>6. 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.</td>
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<tr>
<td>7. Ability to work as a team member with school staff, Escort Liaison Section, transport employees and fellow Pupil Guides.</td>
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<td>8. Ability to assess personal risk and identify safety issues for those in your care.</td>
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<tr>
<td>9. Demonstrate an understanding of the importance of the home to school transport operation.</td>
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<table>
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<tr>
<th>Training</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness and flexibility to undertake training to enhance job performance and be able to adapt to changes within the working environment.</td>
<td>AF/I</td>
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</tbody>
</table>

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

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