

Directorate: Growth, Environment and Transport
Unit/Section: Road Safety and Active Travel Group
Grade: KSC
Responsible to: Safer Active Journeys Officer

Purpose of the Job:

To liaise with schools, school crossing patrol personnel and other relevant stakeholders to organise and deliver training, monitoring, risk assessing and performance improvement of School Crossing Patrols in East Kent.

Main duties and responsibilities:

- To deliver training to new School Crossing Patrols and Relief staff and to provide a report on the training delivery to the Safer Active Journeys Officer, following up with any actions as necessary.
- To monitor at least twice per year, all SCP sites within a defined area, including the monitoring of the performance of the Patrol, addressing any immediate concerns with the patrol and the school and reporting areas of concern to the Safer Active Journeys Officer.
- To provide monitoring reports to the SCP and delegated school line manager following monitoring visits. Completing, maintaining and reporting accurate administration records to the defined Kent County Council standard as prescribed by the Safer Active Journeys Officer.
- To support the Safer Active Journeys Officer for the Health, Safety and Welfare of Patrols which includes, writing accurate risk assessments for each patrol site and taking appropriate action where concerns are raised, providing support to patrols who are involved in incidents/collisions and assisting with post-incident reporting procedure, reporting highway faults using the online fault reporting system and liaising with officers to follow up on reported faults. Promoting the Team's Safeguarding policy.
- To support the supervision of patrols including taking on some delegated supervisor duties as the staff with most regular contact with Patrols, including troubleshooting patrol or school concerns, referring to the Safer Active Journeys Officer where appropriate. Assisting with performance improvement of patrols including further training and monitoring.
- Providing guidance to schools on all aspects of the SCP service including Highways, uniform and practical site operational issues.

- To provide excellent communication and a high-quality service to all stakeholders.
- The post holder must carry out their duties in accordance with the KCC Policy and Guidance on Data Protection, Information Governance, Equal Opportunities and Diversity Policy Statement, Safeguarding and Child Protection, the Health and Safety Policy and the Service's requirements and standards. This includes ensuring the safeguarding and welfare of children, young people and vulnerable adults the employee is responsible for or comes into contact with, reporting any safeguarding concerns to the Designated Safeguarding Lead at the setting and to their line manager.
- To work as part of the wider Road Safety and Active Travel Group, actively contributing to the development of the services provided.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *School Crossing Patrol Instructor*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	1. Level 2 Numeracy and Literacy or equivalent.
EXPERIENCE	1. Experience of organising and delivering customer focused services 2. Experience of assessing individuals and services to defined standards.
SKILLS AND ABILITIES	1. Ability to deliver high quality, customer centred service. 2. Ability to deliver training to adults in a dynamic highway environment. 3. Ability to keep accurate records and work to deadlines.
KNOWLEDGE	1. Knowledge of the guidance relating to the operation of School Crossing Patrols 2. Demonstrate an understanding of risk assessments and their application 3. Understand the highway environment and related features e.g. signs and lines. 4. Computer literate and have email access
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making (If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)