

The Highland Council

Job Description

Service:	Education and Learning
Job Title:	Escort (Casual)
Grade and Salary:	HC0237
Responsible to:	The Head Teacher
Job Purpose:	You will be responsible for ensuring the comfort, security and safety of pupils with additional support needs whilst being transported to and from school or other authorised destination.
Key Duties and Responsibilities:	▪ Ensuring vehicle doors are kept closed and that no passenger boards or leaves the vehicle whilst it is in motion ▪ Uplifting and/or setting down passengers and assisting passengers to cross the road. ▪ Providing physical assistance which, where appropriate, may include the use of mechanical aids. ▪ Ensuring passengers remain seated and where necessary are appropriately secured in their seat. ▪ Carrying medications and messages between passengers' homes and school(s). ▪ Be familiar with any protocols the school may have in place for a particular child.
Other Duties:	You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.
Special Conditions:	38 weeks per year plus allowance for holidays which should be taken during school holidays
Date:	29 September 2020

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Person Specification

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Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

Previous experience of working with children.

2. **EDUCATION AND QUALIFICATIONS –**

Good general level of education

3. **SKILLS/ATTRIBUTES GENERAL –**

Ability to work on own initiative.

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**

Good communicative skills.

Ability to respect confidentiality.

5. **INTERPERSONAL AND SOCIAL SKILLS –**

Ability to liaise and work effectively with school staff, pupils and parents.