

## FALKIRK COUNCIL

**make it happen**  
**council of the future**

### Job Profile

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pupil Transport Assistant                                                                                                                                 |
| <b>Reporting to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Transport Coordinator                                                                                                                                     |
| <b>Responsible for Line Management of:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                                                                                                                                                       |
| <b>Your Job is to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | General supervision, safety, care and well-being of pupils with physical, learning and behavioural difficulties while travelling between home and school. |
| <b>Grade:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | B                                                                                                                                                         |
| <b>What you will do :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                           |
| <b>Job Specific Tasks</b> <ol style="list-style-type: none"><li>1. Supervise the safety and behaviours of children while travelling in buses and taxis between home and school</li><li>2. Assist children embarking and disembarking transport</li><li>3. Report to the Head Teachers any information or incidents occurring during journeys or any other information relevant to safety, care and wellbeing of pupil(s).</li><li>4. You will support pupils on allocated journeys with travel between locations</li></ol> |                                                                                                                                                           |
| <b>Job Demands</b> <ol style="list-style-type: none"><li>1. You will be travelling between various locations.</li><li>2. You will be expected to communicate well with colleagues and others.</li><li>3. You will provide a front-line service to council customers.</li><li>4. You will be responsible for handling and processing information.</li></ol>                                                                                                                                                                 |                                                                                                                                                           |

## Person Profile

| Essential Education & Professional Qualifications & Memberships                                                                                                                | Ideally you will have                                                                                                                                                                         | How we assess this                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <ul style="list-style-type: none"> <li>Gain/maintain PVG membership for working with children.</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Basic numeracy and literacy</li> </ul>                                                                                                                 | Application Form<br>Qualification              |
| Essential Skills, Knowledge & Experience                                                                                                                                       | Ideally you will have                                                                                                                                                                         | How we assess this                             |
| <ul style="list-style-type: none"> <li>Experience of working with Children</li> <li>Experience working with children.</li> </ul>                                               | <ul style="list-style-type: none"> <li>Experience in moving and handling.</li> <li>Experience of pupils with additional support for learning needs</li> <li>Gaelic language skills</li> </ul> | Application Form<br>Interview<br>Qualification |
| Falkirk Council Values & Behaviours                                                                                                                                            |                                                                                                                                                                                               | How we assess this                             |
| <ul style="list-style-type: none"> <li>Demonstrates behaviours which are consistent with Falkirk Council Values (<b>Responsive, Innovative, Trusted, Ambitious</b>)</li> </ul> |                                                                                                                                                                                               | Application Form<br>Interview                  |