POSITION DESCRIPTION AND CANDIDATE INFORMATION

Position Title: Traffic Safety Supervisor

The Peninsula School Background

The Peninsula School is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life’s challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Management Team, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

The Senior Management Team consists of the Principal, the Deputy Principal (Operations), the Deputy Principal (Community Relations & Positive Psychology), the Business Manager, the Heads of Senior School, Middle School, Junior School and Early Childhood Education, the Director of Teaching of Learning, the Director of Information Technology and the Director of International Operations.

All employees of The Peninsula School have a responsibility to:

- Reflect and nurture the Aims and Philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Management Team. The appointee to this position will be required to undergo a biennial performance review in accordance with the School Professional Review and Development Program.
Role Summary

The Traffic Supervisor is responsible for providing supervision services on campus at peak traffic times to ensure the safety of children and pedestrians on campus and to effectively and efficiently regulate the flow of traffic around the school grounds.

In all matters concerning your employment, you will be ultimately responsible to the Principal. However for practical purposes, these functions are delegated to the Business Manager. In your day-to-day duties, you will be responsive to the needs of the School Marshal (your supervisor).

General Description of Responsibilities

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<tr>
<th>Key Word</th>
<th>Duties</th>
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<tr>
<td>Supervision</td>
<td>• Attend and supervise a designated traffic management point on campus during the applicable times</td>
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<tr>
<td>Safety</td>
<td>• Provide a safe environment for pedestrians, particularly school students to move about the campus with safety during peak traffic periods</td>
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<td>• Ensure all health and safety regulations are adhered to</td>
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<td>• Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula School workplace</td>
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<td>Community Relations</td>
<td>• Communicate courteously and effectively with all members of the school community and visitors to assist them to understand the traffic regulations that apply on campus</td>
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<td>Reporting</td>
<td>• Report any maintenance or safety issues that may impact on traffic management issues on campus</td>
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<td>General Duties</td>
<td>• Perform other general duties consistent with the employee’s skills and experience as reasonably directed by the School</td>
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The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

Professional Review

This Position Description is intended as a framework for professional review.

Essential Criteria

- Completion of the Crossing Supervisor Training Course
- Demonstrated communication skills including the ability to liaise with both children and adults

Appointment Terms

- The position is appointed on a permanent-part time (term time only) basis
- Hours of work are: 7.00am to 9.00am and 2.00pm to 4.00pm