



Role Profile

| Travel Escort | | | | Purpose | | | |
|--|--------------------------------|-------|------------|---|--|----------|----------|
| Reference No. | W234 | Type | Individual | To escort and supervise children and young people with additional support needs to and from schools and other educational establishments. | | | |
| Service | Education & Children' Services | | | | | | |
| Job Family | Care 1 | Grade | FCLW | | | | |
| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | | | | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | | E | D |
| Collect the children and young people from home, school or other educational establishment and accompany them in transport provided by Fife Council. | | | | Interest in working with children and young people with additional support needs | | ✓ | |
| | | | | Experience of working with children and young people | | | ✓ |
| | | | | Ability to provide a regular and effective service (deliver results) | | ✓ | |
| | | | | Able to work with the minimum of supervision (take ownership) | | ✓ | ✓ |
| | | | | Mature attitude to working with children and young people with additional support needs (focus on customers) | | | |

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|--|---|----------|----------|
| Looking after the general welfare and ensure the good behaviour of the children and young people whilst travelling and prevent damage to the interior of the vehicle. | Capable of displaying patience and tolerance Able to show caring attitude | ✓ ✓ | |
| Following any specific instructions or strategies for travel escorts issued by the Council. | Flexible approach to work (embrace information) | ✓ | |
| Carrying any medication as required and, where necessary, administer drugs or carry out procedures after training. | First Aid Certificate Able to use own initiative (take ownership) | ✓ | ✓ |
| Keeping personal information relating to the children and young people being transported and their families confidential at all times. | Understanding of confidentiality | ✓ | |
| Reporting any incidents, accidents or medical emergencies that occur during the journey to the Headteacher. | Good communication skills Able to work as part of a team or independently (work together) | ✓ ✓ | |
| Following any instructions given by the Headteacher regarding the pick-up and set down arrangements at the school or other educational establishment. | | | |
| Ensuring that the children and young people are picked up and set down at the times and at the addresses specified by the Council. | | | |
| Staying with the vehicle at all times during the journey and only allow parents/carers to board the vehicle for the purpose of assisting their own child. | | | |
| Ensuring the children or young people are handed over to another responsible adult on arrival at home or school. If no one at home follow the guidelines for Travel Escorts issued by the Council. | | | |
| Assisting the children and young people to ensure that seat belts and any specialist restraints issued by the Council are being worn before the vehicle moves off. | | | |
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| | | | | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | | |

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| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | | |
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| Job Title (Specialists Tasks) | | | | |
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|---|--|---|--|-------------------------------|
| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required | | | | |
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children <input checked="" type="checkbox"/> | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/> | None <input type="checkbox"/> |
| | Basic Disclosure <input type="checkbox"/> | Standard Disclosure <input type="checkbox"/> | Enhanced Disclosure <input type="checkbox"/> | |

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results