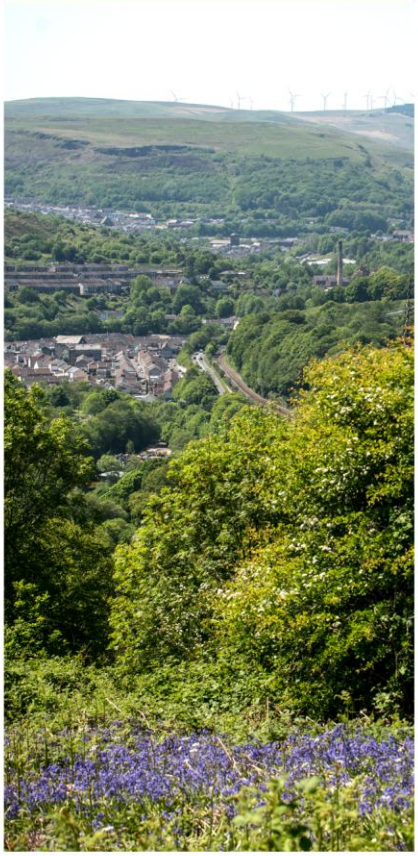
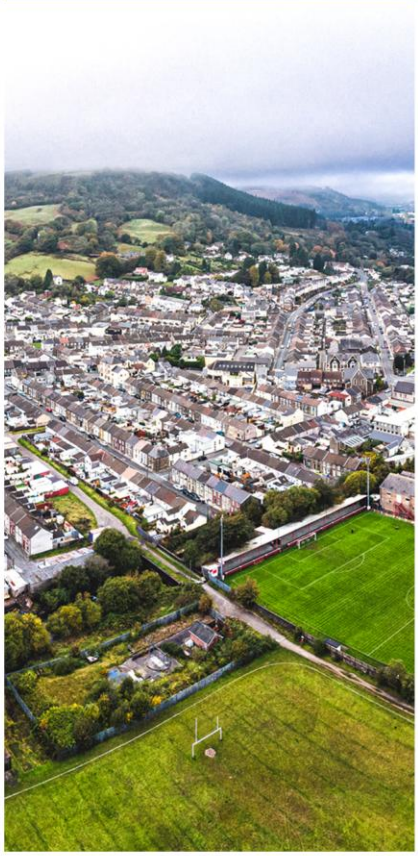
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh.

JOB DESCRIPTION

Permanent School Crossing Patrol

Post Reference Number: 5266
Date of Job Description: 12th July 2012
Version:

Grade	2
Location	Various
Group	Prosperity, Development and Frontline Services
Division	Frontline Services
Department/Section	Highways and Transportation
Team/Sub Section	Road Safety - SCP
Responsible to	Road Safety Training Officer and Manager
Posts reporting to this post	None
DBS Required	Full Clearance

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.

We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement of 26 days (pro rata, increasing to 31 upon 5 years of completed service), plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To contribute to the objectives of the Road Safety Team.

To ensure the safety of children crossing the road at a designated point or points on their journeys to and from school.

What you will deliver:

1. Maintain a high standard of operation at all times, working with the law and training procedures provided.
2. To undertake necessary training as delivered by the Road Safety Team.
3. To safely stop traffic on the roads on which you operate following the correct procedure, allowing safe passage of children across the roads.
4. To use all legally authorised uniform and equipment provided for the safety of you, children and all members of the public, when stopping traffic on the highway.
5. To report any incidents or problems, including offences committed by drivers of motor vehicles to the Road Safety Manager.
6. To read and familiarise yourself with the School Crossing Patrol Handbook and the most recent version of the Highway Code.
7. To operate hazard warning signs as appropriate.
8. To operate at pelican, puffin or toucan crossings, if required.
9. Arrive at agreed time and place of work, ready to promptly carry out duties.
10. To maintain a customer focussed approach, ensuring child safety remains paramount at all times.
11. To inform the Road Safety Team and Headteacher of the relevant school of any absences due to sickness or unavoidable absence.
12. To contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the Road Safety Manager.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

What you will deliver:

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
No formal qualifications required.	Awareness of the local traffic conditions
Able to respond quickly, effectively and safely to situations.	Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.
The applicant should have an understanding of the current Highway Code and have the ability to keep themselves up to date on changes to this.	
Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to the Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.	

Experience:

Essential	Desirable
Interest in providing road safety for children.	Experience, in a working or domestic context, of being responsible for children.

Welsh language skills:

Essential		Desirable	
Welsh Language Level 1	☒	Welsh Language Level 2	☒
All employees will be required to undertake a basic Welsh Language induction to reach this level		Welsh Language Level 3	☐
Welsh Language Level 2	☐	Welsh Language Level 3-5	☐
Welsh Language Level 3	☐	Welsh Language Level 4	☐
Welsh Language Level 3-5	☐	Welsh Language Level 5	☐
Welsh Language Level 4	☐		
Welsh Language Level 5	☐		

For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

Competency	**Ancillary Competency Framework**
Competency Areas	**Competency behaviours and values**
Working with Others	Is willing to help others.
Communicating Effectively	Speaks clearly. Is always polite and courteous.
Demonstrating Technical Ability	Knows how to use all of their equipment correctly. Keeps their equipment in good working order ensuring that equipment is well maintained.

Working Safely	Remains aware of dangers/risks in the work environment . Always wears protective clothing and ensures that it is kept in good order.
Being Committed and Reliable	Has a positive attitude towards completing any necessary tasks. Is honest and trustworthy.

Special Conditions and Professional Requirements

*This post will require candidates to have satisfactory post offer clearances, and will be subject to Annual Health Surveillance for hearing and eye sight.