

The safety of our community, students, parents and staff, is paramount and, to assist with the safe movement of pedestrians and cars in the main driveway after school, we would like to appoint a school crossing supervisor.

A message from the Principal

Education for a sustainable future is education of a different kind. It is education that aims to take students to depths of understandings that are transferable beyond school, preparing them to make a difference for a better world.

Located on 100 acres of natural parkland next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, Cornish College opened in 2012 and offers programs from Early Learning Centre (ELC) to Year 12. Cornish College has a double stream at all primary year levels and triple stream in all secondary year levels with a fourth stream Year 11 in 2024. Currently there are 710 students from ELC to Year 12. The College offers an ELC program influenced by the Reggio Emilia approach to education and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept-driven and inquiry-based program in the secondary area. The Victorian Certificate of Education is offered in the senior secondary years.

With a strong emphasis on inclusion and respecting individual differences the College strives to see all young people thriving in the areas in which they have special aptitude. In line with this thinking, the College offers vibrant programs across the curriculum.

At Cornish College we're doing things differently today so that our students can make a real difference tomorrow.

Crossing Supervisor

Position Description

Commencement:	2024
Position:	Part-time (potential for multiple part-time positions) It is a voluntary role which requires you to be available Monday to Friday, 3.15pm – 3.55pm, school terms only.
Reports to:	Director of Operations

The Position

The role of school crossing supervisor is to ensure the safety of pedestrians crossing the main drive of the College at the designated school crossing. It is a role which requires you to be available Monday to Friday, 3.15pm – 3.55pm, school terms only.

Duties and Responsibilities

- Manage traffic flow in the main driveway and roundabout, and ensure the safe passage of students and other pedestrians at the designated school crossing, in accordance with the training provided
- Supervise the designated pedestrian crossing at the scheduled time
- Sign in at Reception daily
- Undertake the role at the school crossing with the appropriate safety equipment and maintain this equipment in good order
- Always follow OH&S guidelines and work safely. Report any injury, incident or near miss
- Represent the College in a professional and friendly manner (be approachable to children) and treat all students, families and staff with respect, without discrimination, harassment or bullying
- Monitor and report any incidents at the pedestrian crossing and environs and seek guidance from the Director of Operations, as required
- Attend and complete any training provided
- Declare anything that may prevent you from fulfilling your volunteer duties
- Make recommendations to the Director of Operations on matters which may improve safety at the pedestrian crossing

Accountability

- Follow guidelines, policies and procedures relevant to the position
- Seek direction from the Director of Operations where requirements are unclear
- Attend meetings as requested by the Director of Operations
- Ensure resources and equipment are used with care and in accordance with correct procedures
- Ensure that all reasonable care is taken in relation to personal health and safety

The Person

- Good verbal communication skills
- Ability to build rapport with the College community and all crossing users
- A friendly, helpful and courteous communication style
- Ability to relate to primary and secondary school-age children, adults and staff in a firm and friendly manner
- Positive attitude and commitment to service
- High degree of personal ethics and integrity
- Commitment to learning and participation in training
- Ability to problem solve

Crossing Supervisor

Physical

- Ability to undertake the inherent physical requirements of the position including standing for up to one hour and working outdoors in the elements
- Sufficient sight and hearing to properly be aware of all traffic and pedestrian

Qualifications and Experience

- Relevant experience in a service industry or working with the elderly, children and/or disabled
- While not essential, a current Victorian driver's licence is an advantage
- Mature outlook, be reliable and trustworthy
- Warm, caring interpersonal skills and manner

Key Selection Criteria

Applicants should address the following in their applications:

- Ability to relate to school-age children and adults
- Demonstration of good road sense and judgement
- Ability to gain co-operation and assistance from users
- Effective communication skills with the ability to identify and discuss problems
- Understanding of OH&S requirements
- Reliability, punctuality and dependability
- Hold a current Working With Children Check for Volunteer or Employment Purposes

To Apply for this Position

To apply for this position, please write a letter to the Principal, Nicola Forrest, outlining your interest in this position and giving us an insight into who you are and addressing the key selection criteria. Applicants should quote their Working with Children Check registration number in their application.

Applications should be submitted by 9.00am on Monday 4 March 2024 to:

employment@cornishcollege.vic.edu.au

Child Safe Statement

Cornish College is committed to the safety and wellbeing of all children and all staff are expected to observe the College *Code of Conduct*. The College Child Safe employer and is committed to the safety and welfare of children in our protection.

Cornish has systems to protect children from abuse and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on its website. Cornish performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Police Checks, Working with Children Checks, identity, qualification, VIT registration and reference checks.

Equal Opportunity

Cornish College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Cornish College.