



School Bus Chaperone

Beechwood Park's mission is to be the first-choice preparatory school for parents considering an independent school, recognised for its outstanding quality of educational experience and care.

To fulfil this ambition, with the support of parents, the School:

Nurtures and promotes the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence

Engages the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences

Inspires children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society

Enables inspirational and reflective teachers to provide every pupil with outstanding teaching, delivering the highest levels of educational pace, variety and challenge

Beechwood Park School aims to inspire excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear. Ours is a holistic education, which educates the whole child across a wide range of academic, extra-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning.

Recruitment Aims

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Headmaster appoints all staff.

Pupil Profile

The School assesses all of its pupils upon entry. Most of our pupils are above the national average in their academic ability and will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are gifted and talented. The School is proudly co-educational.

School Bus Chaperone Job Description

Job Title: School Bus Chaperone **Department:** School Bus Service

Reporting to: School Transport Manager

Beechwood Park staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong skills, are up-to-date and self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

This position is Monday to Friday, term-time only plus additional INSET at the start and end of each term.

Responsibilities and duties

The School Bus Chaperone will:

- Chaperone pupils to and from school in the mornings and afternoons. Duties include but are not limited to: -
 - Register the pupils when they board the bus, ensuring all pupils booked onto the bus are present
 - Help pupils on and off the bus, and escort younger pupils to their classrooms/playgrounds/Breakfast Club on arrival at School
 - Monitor and maintain high standards of behaviour on the bus, in accordance with the *BPS Pupil Conduct Policy* and *BPS Anti-Bullying Policy*, reporting back to the Deputy Headmaster (Pastoral) any behaviour concerns.
 - Enforce the rule that pupils must not eat or drink whilst travelling on the bus
 - Ensure that the noise level on the bus is low and doesn't distract the driver
 - Work closely with the bus driver in order to ensure the safety and welfare of the pupils ensuring seatbelts are worn at all times
 - Ensure that an appropriate adult meets the pupils at their home drop off point
- Report any Child Protection concerns in line with school procedures
- Use any appropriate technology for bus or pupil tracking as required
- Assist with maintaining a clean and mechanically-sound bus at all times
- Undertake enhanced cleaning duties as required
- Assist with inspections of the bus before and after each route
- Ensure weekly vehicle check lists are completed, incident forms where necessary etc
- Obey all traffic laws
- Ensure that all pupils booked onto the bus are present
- Contact parents if the bus is running late
- Attend all Full Staff Meetings and relevant training
- Any other tasks reasonably required by the Headmaster or anyone acting on his behalf

Personal Specification

Essential requirements for the role:

- ✓ Ability to work in a way which promotes the safety and well-being of children
- ✓ A commitment to ensuring that all children are driven in a safe and appropriate manner
- ✓ Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life
- ✓ The ability to work as part of a close-knit team
- ✓ High standard of personal presentation
- ✓ Flexible and proactive attitude to work

Safeguarding

Beechwood Park School is committed to safeguarding and promoting the welfare of children and requires all of its applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications. The School will undertake an enhanced DBS clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding, and to promote the welfare of children.

The School reserves the right to review and change this job description as the needs of the School change. This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Agreed by Headmaster

Agreed by Job Holder

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Date

Date