



Role Description: College Crossing Supervisor

Reports To:	<p>At the local College level, the College Crossing Supervisor reports to the Business Manager through the Facilities Manager.</p> <p>The College Crossing Supervisor also reports to a <i>Road Safety Officer</i> attached to the local Road Safety Unit and the Queensland Department of Transport.</p>
Start Date	March 2021 or as negotiated
Hours of Work	Casual
Classification:	<i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023.</i>

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.



Overall Role Purpose

Working under the broad guidance and professional direction of the Facilities Manager, the College Crossing Supervisor assists pedestrians to cross the road safely and direct vehicles within the crossing environment to ensure the safe operation of approved crossing on or around the College.

The successful applicant will have the skills, ability and willingness to:

- Deal with students of all ages in a positive, fair and non-confrontational way and resolve conflicts effectively;
- Make clear, logical decisions and solve problems in a dynamic environment;
- Display a positive and responsible attitude towards your work including a willingness to work independently as well as part of a team;
- Acquire and implement new knowledge and skills; and
- Communicate and provide advice in a polite and courteous manner.

Key Accountabilities & Responsibilities

1. Key responsibilities

Some of the key accountabilities and responsibilities of the College Crossing Supervisor include, but are not limited to:

- Assist students and others safely cross roads;
- Monitor, report and record serious incidents at school crossings promptly to the Facilities Manager and Business Manager;
- Provide advice to pedestrians on safety rules pertaining to school crossings;
- Carry out duties within the parameters of workplace health and safety requirements;
- Identify and make recommendations for changes to standard practices;
- Display appropriate behaviour in line with the College Code of Conduct.

2. Other Duties:

- Attendance at College meetings, training sessions and other activities as and when required (including the College's annual Staff Week).
- Other duties as directed by the Principal (or their delegate) and Business Manager.

3. Environment

- Ensuring at all times a focus on prompt, professional and friendly service.
- Promoting the College positively on all occasions.

4. General

All employees of St Ursula's College, Toowoomba are required to:

- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos.



- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal.

5. Work Health & Safety

- All staff have an obligation to comply with the College's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any person at the workplace.

6. Equal Opportunity

- All staff are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

7. Staff Development

- All staff required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

8. Disclosure

Please Note, under Section 122F of the *Transport Operations (Road Use Management) Act 1995* an applicant for, or a person occupying a School Crossing Supervisor position must give written notice for:

- A charge laid or an offence of which the applicant is convicted before the application is made – with the application; or
- A charge laid or an offence of which the applicant is convicted after the application is made but before the application is decided – as soon as practicable after the charge is laid or applicant is convicted; or
- A charge laid or an offence of which the crossing supervisor is convicted after becoming a crossing supervisor – as soon as practicable after the charge is laid or the crossing supervisor is convicted.



SELECTION CRITERIA

Qualifications, Skills, Knowledge & Experience

- Positive Notice Working with Children Blue Card or willingness to obtain (at own expense) prior to commencing work at the College.
- Current First Aid & CPR Qualifications or willingness to obtain (at own expense) prior to commencing work at the College.
- Excellent work ethic and a positive 'can do' attitude.
- Good communication skills.
- Good understanding of Risk Management as it relates to road crossings and road safety.
- Strong customer focus and the desire to provide a high level of service.

CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 1 (one) A4 page in length - **pdf please**.
2. Curriculum Vitae no more than 2 (two) A4 pages in length – **pdf please**.
3. Copies of all relevant qualifications and certifications including copies of:
 - a. Positive Notice Working with Children Blue Card;
 - b. First Aid & CPR Qualifications.
4. Referees – two professional referees are required.
5. Applications should be submitted electronically to the College Principal and Business Manager- hr@st-ursula.qld.edu.au. Please mark the subject as “*Application – College Crossing Supervisor*”
6. Applications to be submitted **as soon as possible** (no later than **5pm, Friday 26 March 2021**)
7. Interviews will be held at the College between **29 and 31 March 2021**, or as negotiated.
8. Successful application to commence work on as and when negotiated.
9. For more information regarding the position please email Miss Brontë Shaddock, Human Resources Coordinator at hr@st-ursula.qld.edu.au.