

POSITION DESCRIPTION



POSITION TITLE:	School Crossing Supervisor
DEPARTMENT:	Development Services
POSITION HOLDER:	
REPORTS TO:	Team Leader Compliance
TERM OF EMPLOYMENT:	Permanent Part Time
APPROVED BY:	Manager Community and Development Services
DATE:	October 2025
CLASSIFICATION:	Band 1 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- To assist children to travel to and from schools in the Municipality and reduce their risk of being involved in accidents with any vehicles.

KEY RESPONSIBILITIES AND DUTIES:

- Operate the school crossing in accordance with the 'Instructions for Children's Crossing Supervisors as prepared by the Victorian Police and Vic Roads.
- Ensure that it is safe to cross before allowing any person onto the crossing.
- Ensure that all pedestrians have crossed the roadway before vacating the crossing.
- Maintain Vigilance, professional behaviour and conduct at all times.
- At crossings at the appropriate time, stop traffic when safe to do so and direct the flow of pedestrians in accordance with issued instructions.
- Wear issued uniform and utilise safety equipment at all times when on duty.
- Report to Shire Officers any inappropriate parking practises or similar concerning practices by vehicles or persons
- Make recommendations to the Team Leader of Compliance on matters which may improve safety at school crossings.

ORGANISATIONAL ENVIRONMENT:

Reports to:	Team Leader Compliance
Directly Supervises:	NIL
Internal Liaisons:	Council Staff
External Liaisons:	School personnel, parents, students and Victoria Police

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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Completes tasks under the supervision of the Team Leader of Compliance to ensure the safe use of the crossing by all users during supervised times.
- Children's Crossing Supervisors are to carry out their duties in accordance with VicRoads Guidelines and instruction for Children's Crossing Supervisors, the provisions of the Road Safety Act 1986 and any legislation made thereunder, together with any directive from their supervisor.

JUDGEMENT AND DECISION MAKING:

- Works to defined School Crossing procedures. May vary procedures may vary in an emergency to ensure public safety.

SPECIALIST SKILLS AND KNOWLEDGE:

- A clear understanding of the role and purpose of a Children's Crossing Supervisor.
- A working knowledge of the road laws and Council processes.

INTERPERSONAL SKILLS:

- The Ability to effectively communicate the procedures for the safe operation of crossings in accordance with the applicable guidelines, policies and directions of VicRoads, Police and Council.

QUALIFICATIONS AND EXPERIENCE:

- Previous experience in a self-managed work environment
- Working with Children Check.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

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ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

KEY SELECTION CRITERIA:

- Ability to communicate with children and the wider community
- Physical ability to operate a school crossing by standing, walking and lifting a stop bat for periods of up to 75 minutes.
- Knowledge of the road laws and Council policies
- Satisfactory Working with Children Check
- Satisfactory National Police Check

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Kellie Burmeister
Manager Community Safety and Development Services
Date

Agreed by:
Wayne Wall
Team Leader Compliance
Date

Agreed by:
School Crossing Supervisor
Date