



<b>Post Title</b>	Driver (start date August 2024)
<b>Salary range/grade</b>	£11.44 per hour
<b>Responsible to</b>	Senior Management Team
<b>Type</b>	Part time, Term Time Only (Monday - Friday Morning:8:00 - 9:30 am and Monday to Friday afternoon: 2:30pm - 4:00pm)
<b>Base</b>	ALP Leicester
<b>Job Purpose</b>	
<p>To work in an independent school for special educational needs and challenging behaviour.</p> <p>The post holder will drive the company vehicle, providing an efficient, reliable and quality service in accordance with safety legislation and the schools policies and procedures. The purpose of driving will be home to school transport and transporting both staff and learners to various learning activities.</p> <p>The estimated hours are 15 hours per week (Monday - Friday Morning:8:00 - 9:30 am and afternoons: 2:30pm 4:00pm). There may be the potential for additional hours to e.g. transport learners to learning activities.</p>	
<b>Key Tasks and Activities:</b>	
<ol style="list-style-type: none"> <li>1. To work in accordance with all current Health &amp; Safety legislation as well as ALP Schools existing Policies and Procedures including the Employee Handbook.</li> <li>2. To transport learners/staff in and around Leicester as directed by the Head Teacher and Operations Manager</li> <li>3. To run driving errands if required</li> <li>4. To provide the administration team with a copy of your current driving licence and to declare any road/traffic convictions.</li> <li>5. To ensure the vehicle is kept in good working order whilst under your care, including various checks (as stated below) before leaving on a journey and via recorded monthly inspections. <ul style="list-style-type: none"> <li>○ All lights including indicators, brake lights and number plate lights</li> <li>○ Reflectors and warning devices</li> <li>○ Mirrors – ensure they are clean, secure and correctly adjusted</li> <li>○ Wipers and washers</li> </ul> </li> </ol>	

- Fuel, oil and water levels
  - Tyre pressure
  - Operation of doors and locks to ensure the students are not able to open the doors from the inside.
  - Interior including the condition of the seat belts
  - Glass – condition and cleanliness
  - First Aid and fire extinguisher
  - Breakdown membership card and emergency telephone numbers
6. Any other tasks as directed by the Senior Management Team which fall within the purview of the post.
  7. To maintain effective communication with those who act as a chaperone for learners which are being transported

### **In relation to the learners**

1. To develop an understanding of the special needs of the learners concerned.
2. To take into account the learners' special educational needs and ensure their access to the vehicle is made as safe as possible.
3. To build and maintain successful relationships with learners, treat them consistently, with respect and consideration.
4. To assist students with physical needs.
5. To model good practice.
6. To help build the learners' confidence and enhance self-esteem.

### **Knowledge and Understanding**

1. To be assisted in developing an understanding of the necessary school processes, policies and procedures.
2. To know the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the guidance about meeting SEND given in the SEND Code of Practice.
3. To work as part of the team liaising, advising and consulting where appropriate.
4. To support and adhere to school policies and procedures, including those relating to confidentiality, behaviour and safeguarding.
5. To identify personal training needs and to attend appropriate internal and external in-service training.
6. Any other tasks as directed by the senior management team or specialists which fall within the purview of the post.

### **Personal Development and Well-Being**

1. To support the school's drive for high standards by treating students with respect and, in turn, promoting the schools ARRRTT philosophy.
2. To support and contribute to the school commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

#### **Environment and Supervision**

1. To ensure that the vehicles remain clean and tidy, well presented and welcoming
2. To participate in ALP Leicester's transport rota as directed

#### **Key Performance Indicators**

1. Ensuring all children are transported safely, on time and comfortably.
2. Attendance and punctuality

#### **Expectations and Values**

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the schools dress code.
3. Follow and where appropriate enact all relevant college policies, procedures and guidelines and those agreed by the Partnership.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

#### **Special Factors:**

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

3. Expenses will be paid in accordance with the schools policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.**

#### **Equality and Diversity Statement**

ALP Leicester is committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.

## Person Specification

Essential (E) Desirable (D)

### Education and Qualifications

No specific requirements

### Experience

- Relevant experience of working as a driver within a similar setting (D)
- Over 2 years of driving experience (E)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)
- Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)
- Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)
- Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

### Knowledge, Skills and Abilities

- Knowledge of basic car maintenance(E)
- Knowledge of special educational needs and disabilities (D)
- Excellent interpersonal skills with both adults and children. (E)
- Knowledge of the highway code (E)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (E)
- Excellent interpersonal skills, inc active listening (E)
- Excellent communication skills (D)

### Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (E)

- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To carry out professional duties in a positive, helpful and courteous manner. (E)
- To have high aspirations and expectations for their students and themselves. (E)
- Committed to raising standards and continuous improvement. (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly with reference to time and location (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)

#### Other Factors

- Full and current driving licence with use of a vehicle for work (E)
- Willingness to drive a company vehicle (E)