NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Crossing Supervisor

Position Purpose

In support of the mission and vision of NCC the role of Crossing Supervisor is to assist pedestrians to cross the road safely and direct vehicles within the crossing environments to ensure the safe operation of approved school crossings.

Mandatory Requirements

A current Working with Children Check (paid Blue Card)

Pass a health assessment by a Government Medical Officer or other duly qualified medical practitioner (organised by Department of Transport and Main Roads)

Accountability

Bus Operations Manager and ultimately the Executive Principal.

Road Safety Consultant, Area Supervisor (Road Safety Sunshine Coast).

Key Relationships

All staff, students, families and visitors.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality
- Understand and uphold responsibilities under the Privacy Act
- Demonstrate an understanding of child safeguarding responsibilities under the Child Safe Organisations Act 2024 and subsequent revisions.

Professional Competencies

The following professional competencies are essential to this position:

- Ability to identify and respond promptly to potential hazards while maintaining a strong awareness of safety risks.
- Commitment to adhering to road safety regulations, procedures and safe work practices.
- Clear and confident communication with children, parents, staff and drivers, providing instructions and guidance as required.
- Capacity to remain calm, courteous and professional in high-pressure or challenging situations.

- Strong observation skills and attention to detail to effectively monitor traffic flow and pedestrian movements.
- Sound judgement and the ability to make timely decisions in changing or unpredictable circumstances.
- Reliability demonstrated through punctuality, consistent attendance and a dependable approach to scheduled shifts.
- Willingness to work effectively in varying weather conditions.
- Friendly and approachable manner that fosters positive relationships with children, families and the wider College community.
- Ability to build trust and establish effective working relationships with staff and parents.
- Physical capacity to stand for extended periods and work outdoors in a range of environmental conditions.
- Ability to manage difficult situations and non-compliant road users calmly and professionally while modelling positive community values and promoting safe road-use practices.

Key Responsibilities

The responsibilities for this position are:

- To assist pedestrians to cross the road
- To monitor and report serious accidents at approved school crossing
- To provide advice to pedestrians on safety rules and regulations pertaining to school crossings
- To carry out duties within the parameters of Workplace Health and Safety
- Identify and make recommendations for changes to standard practices in line with safety rules and regulations.

Additional Information

- As a condition of employment, Crossing Supervisors are required to wear all items of provided protective clothing – high visibility headwear, over vest, sash and sunscreen – at all times while on duty.
- Crossing Supervisors are expected to carry out duties during adverse weather conditions to ensure the safety of pedestrians.
- Crossing Supervisors are required to work throughout the school year, term time only.
- Responsible for the implementation of appropriate Workplace Health and Safety Standards.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	Student Safety and Wellbeing Policy Staff Code of Conduct NCC Enterprise Agreement Staff Dress Code Policy Workplace Health and Safety Policy
Hours of Work	As per Employment Contract