

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Crossing Supervisor – Internal Crossings

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**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.

#### Professional Competencies

The following professional competencies are essential to this position:

##### Safety Awareness and Risk Management

- Ability to identify and respond to potential hazards quickly.

##### Consistent adherence to road safety regulations and procedures

##### Communication Skills

- Clear, confident verbal instructions to children, parents, and drivers.
- Ability to remain calm and polite under pressure.

##### Observation and Situational Awareness

- Strong attention to detail to monitor traffic flow and pedestrian movement.
- Quick decision-making in unpredictable situations.

#### **Reliability and Punctuality**

- Consistently arriving on time for scheduled shifts.
- Dependable in all weather conditions.

#### **Interpersonal Skills**

- Friendly and approachable manner with children and the community.
- Ability to build trust and rapport with school staff and parents.

#### **Physical Stamina**

- Capability to stand for extended periods and work outdoors in varying weather.

#### **Conflict Management**

- Handling difficult or non-compliant road users calmly and professionally.

#### **Community Responsibility**

- Commitment to being a positive role model for road safety and the Colleges values.

### **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.

School 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** NCC Child Protection Policy  
NCC Staff Code of Conduct  
NCC Enterprise Agreement  
NCC Staff Dress Code Policy  
NCC Workplace Health and Safety Policy

**Hours of Work** As per Employment Contract