

**Behaviour & Learning**

**Support Service**

**Victoria Drive Primary Pupil Referral Unit**

**Grade: Scale 2 Point 4**

**Hourly Rate of Pay: £15.82**

**Term Time Only**

**Plus Car Mileage Allowance (Tax Free):**

**Job Description**

Under the direction of the Head of Behaviour and Learning Support Service:

1. Collect and return pupils from their homes or schools
2. Ensure pupils’ safe delivery to either site of the Pupil Referral Unit
3. Ensure that pupils are delivered to an adult; parent, teacher or other school staff
4. Respond positively to pupil’s needs during travelling time
5. Make judgements about information disclosed from pupils, liaise with relevant staff at the PRU or at school.
6. Maintain expectations regarding safety in vehicles as outlined in the ‘Guides Booklet’
7. To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organization.
8. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
9. To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Person Specification**

1. Experience and/or interest in working with pupils who may have complex Social, Emotional and Mental Health needs.
2. Own car plus clean driving licence and business insurance are essential
3. An ability to demonstrate continuity and reliability
4. Be willing and able to attend Continuing Professional Development for staff especially which relates to Safeguarding and Child Protection.

**This position is subject to DBS and Health Checks.**