|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Driver Support | Location/Service: | Mercury College |
| Department: | Education | Reports To: | Pastoral Lead |
| Responsible For: | Click or tap here to enter text. | Budgetary Responsibility: | Click or tap here to enter text. |
| Level of DBS Check Required: | Click or tap here to enter text. | Expected Regulatory Responsibility: | Click or tap here to enter text. |
| Purpose: | | | |
| A brief overview of the main purpose of the role.  At Mercury College, our students follow a rich and varied curriculum that places strong emphasis on engaging with the local community. As a Driver Support, you will play a key role in ensuring students can access these opportunities by providing safe and reliable transport. You will also assist with the organisation and supervision of outbound activities, offering additional support to students as needed during trips. | | | |
| **Key Role Responsibilities/Accountabilities:** | | | |
| * 1.To drive an authorised vehicle to ensure a safe commute for the people who use our service. * 2 To actively support the people using our service throughout any activity and in line with individual support plans. * 3 To listen and keep effective records/documentation of each journey (requested and completed), including names, times and locations * 4 To regularly check communication tools to ensure service runs efficiently. * 5 To assist people who use our service in and out of the vehicle (as appropriate) and assist with any luggage/additional items. * 6 To keep the vehicle in a clean and safe working order, both inside and out. * 7 To work flexibly to accommodate the requirements of the service as requested by the needs of people who use our services. * 8 To be patient at all times and take responsibility for the people you are supporting whilst providing this service. * 9 To support people who use our services who exhibit challenging behaviours, safely and supportively, by using the skills and approved approaches learnt through training; promoting positive behaviour management. 10 To attend and take an active part in training. * 11 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.   N.B. The post holder may be expected to undertake additional responsibilities that are reasonably required, appropriate to grade and capability. This job description will be regularly reviewed, involving the post holder, to ensure that it continues to reflect service priorities and developments. | | | |
| Legal and Statutory Responsibilities for all Colleagues: | | | |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of  neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and  Whistleblowing policies.  Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.  Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date.  Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role.  Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times.  Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development. | | | |
| Person Specification: | | | |
| * 1. knowledge of local area, including street names, major landmarks and one way systems Π * 2 An understanding of the type of difficulties that the people who use our service may face Π * 3 Knowledge of safe working practices and related health and safety considerations * 4. Ability to communicate effectively, with a wide range of people both internally and externally Π * 5. Ability to use and input onto computer based systems * 6. Ability to work to specified schedules/timescales * 7 Ability to maintain appropriate levels of confidentiality * 8. Ability to be flexible on occasions when required e.g. if there is an event on a weekend or evening for example * 9. Full, clean and current driving licence * 10. Experience of working as an effective team member * 11.Experience of working with people who have learning disabilities * 12. Experience of delivering a road passenger transport service (Bus, PSV, Minibus, People Carrier, etc.) | | | |
| Our Values and Key Attributes: | | | |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold each of our values, as well as universal attributes we consider to underpin everything we do.  Our Values  A black and orange text  Description automatically generated  We put the people we support, families and colleagues at the centre of all we do.  A black background with blue text  Description automatically generated  We recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.  A blue circle with a white house in the middle  Description automatically generated  A pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.  We embrace a culture of trust and safety so that each of us can perform to our best and thrive.  Universal Attributes  A close-up of a logo  Description automatically generated  Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.  A close-up of a logo  Description automatically generated  Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.  A close up of a sign  Description automatically generated  By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.  A close up of a logo  Description automatically generated  We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Updated By:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |