

Whitehorse City Council

Position description

Position title: School Crossing Supervisor	
Classification: School Crossing Supervisor Casual Rate	Effective Date: July 2026
Reports to: School Crossing Coordinator	Tenure: Casual

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.



Goal Statement

The position will assist in providing a safe means for school aged children and other pedestrians to cross the road at designated school crossings and traffic lights.

Key Responsibilities

Position Specific Responsibilities

- Undertake school crossing supervision duties in a safe and professional manner, free from distractions that may impact the safe operation of the crossing.
- Always communicate with others in a friendly and courteous way.
- Wear the issued uniform and use the required equipment whilst performing crossing supervision duties.
- If required, ensure flags are displayed correctly whilst performing crossing supervision duties.
- Maintain a high level of traffic and pedestrian awareness.
- Ensure that all vehicles are stationary before allowing pedestrians to use the school crossing.
- Ensure that all pedestrians have safely crossed the roadway before vacating the crossing.
- School crossing locations may be changed from time to time following discussion with the employee and in accordance with operational requirements.
- Reinforce safe road crossing behaviours and road safety messages to school children and other crossing users.
- Ensure the school crossing operates safely and efficiently for both pedestrians and vehicles.
- Report all school crossing safety-related issues to the Coordinator School Crossings, including the uniform, school crossing equipment and damage to the crossing work area.
- Comply with any lawful direction provided by Victoria Police, an authorised Council officer, or other authorised traffic controller (e.g. Vic Roads) in relation to the operation of the school crossing.
- Where required, report all breaches or incidents to the Coordinator School Crossings
- Attend training, meetings and briefings as required to maintain knowledge and competency relevant to the role.
- Comply with Council's Child Safe Policy and Child Safe Standards and always promote the safety and wellbeing of children



Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The position has the authority to act within established operational guidelines and within the constraints of various regulations, controls, standards and Whitehorse City Councils policies.

Specialist Knowledge and Skills

Licences and Experience:

- Satisfactory National Criminal History Check.
- Pass the pre-employment medical check
- Valid Working with Children Check.
- A valid Victorian driver's licence.

Technology:

- Supervisors must have access to a smartphone and demonstrate the ability to use and adapt to Council's electronic rostering and communication systems.
- School Crossing Supervisors are required to have access to a smartphone and possess the basic digital skills to communicate via email and SMS.



Interpersonal Skills

- A friendly, helpful and courteous communication style.
- Ability to communicate clearly with pedestrians to enable them to utilise the crossing safely and to assist with the education of pedestrians on how to use the crossing.
- Ability to communicate in English to complete the administration requirements of the role (e.g. timesheets, technology equipment – phones, tablets etc....)
- Ability to work unsupervised.

Key Relationships:

- The position will liaise with the School Crossing Coordinator.
- The position is required to maintain professional relationships with local School Communities.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- A Working with Children Check.
- Ability to travel to a crossing anywhere within the City of Whitehorse at short notice.

Key Selection Criteria

1. Satisfactory National Criminal History Check and Working with Children Check.
2. Demonstrated ability to communicate effectively and professionally with children, parents, school staff and members of the public
3. Ability to maintain a high level of awareness of traffic and pedestrian movements and support the safe operation of a school crossing.
4. Demonstrated reliability, punctuality and ability to work independently with limited supervision.
5. Ability to satisfy the inherent physical requirements of the role.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist to work at low levels.	Walking onto and off the school crossings.	Very occasional squatting required.	



Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Hand/Arm Movement Tasks involve use of hand/arms.	School crossing (handling stop bat).	Up to twice a day or 5 times a week (up to 30 – 40 bat raising events) for up to an hour.	
	Bat and flag setup.	2 flags (4 poles) inserted into permanent poles. 2 times per shift, 2 shifts per day.	
	Whistle movement.	30-40 arm/hand movements conversing event – up to 1 hour 2 a day up to 5 times a week.	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Vehicle Entry/Exit.	Up to 4 times a day.	
	Supervision of children when crossing.	Cervical and thoracic rotation intervals over 40-60min shift.	
Standing Tasks involve standing in an upright position.	School crossing (handling stop bat).	Frequency between 2 x per day, 5 days per week Intermittent standing/walking required to facilitate 30-40 bat raising events – up to 1 hour.	
Reaching Tasks involve reaching above head, and above and equal to shoulder height.	Use of Stop Bat.	Hands should be maintained below shoulder height, occasional over the shoulder head movements.	
	Bat and flag setup.	2 flags (4 poles) inserted into permanent poles. 2 times per shift, 2 shifts per day.	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling object/s and at an appropriate speed to respond to an emergency.	School crossing (handling stop bat).	Up to twice a day or 3 times a week (up to 30 – 40 bat raising events) for up to an hour.	
	School crossing.	Up to 1 hour per crossing, 2 times a day, 5 days a week.	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another.	School crossing (handling stop bat).	Frequency between 2 x per day, 5 days per week.	
	School crossing flags.	Set up and pack up twice a day. 4 events total.	



Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing and pulling away from and towards the body.	School crossing (handling stop bat).	Frequency between 2 x per day, 5 days per week Intermittent standing/walking. required to facilitate 30-40 baton raising events – up to 1 hour.	
Hearing No loss in the better ear of greater than 40 db over 500hz, 1000hz, 2000hz and 3000hz.			
Satisfactory Vision Standard of vision is required to equal that required for a driver's licence.	Standard of vision is required to equal that required for a driver's licence.	Identifying traffic throughout shift to assist in determining appropriate crossing times.	
Environmental Conditions	Work on the school crossing in all weather conditions.	Daily.	Refer to Council's Thermal Condition Policy

Any other relevant comments:

1. The position includes inherent physical requirements to stand and walk for extended periods and lift and carry the necessary equipment. Please refer to the Physical and Functional Requirements Checklist for more information.
2. The position is required to work from different locations within the municipality.
3. The position is required to attend further training when requested.
4. The person must be prepared to perform their duties in any weather.