

McDowall State School P&C Association

POSITION DESCRIPTION



Role Title: Traffic and SafeST Coordinator
Employment Status: Voluntary, Unpaid
Reports To: President McDowall State School P&C Association

P&C ASSOCIATION AIMS

McDowall State School P&C Association exists to promote the interests of the school in order to achieve the best educational outcomes for all children and to facilitate the development and improvement of the school (Source: Constitution 2016).

P&C ASSOCIATION OBJECTIVES

With a focus on working together to achieve the best educational outcomes for all students, the key objectives of the McDowall State School P&C Association are as follows:

1. Foster community interest in educational matters;
2. Try to bring about closer cooperation between the parents of children attending the school and other members of the community, staff members of the school and students of the school;
3. If asked by the principal, give advice and recommendations about
 - a. issues relating to persons who receive educational instruction at the school;
 - b. the general operations and management of the school;
4. Give or assist in the giving of financial or other resources or services for the benefit of persons who receive educational instruction at the school.

ROLE OBJECTIVES

The Department of Transport & Main Roads, SafeST package was launched in 1996 to address the safety of children travelling to and from school.

1. Coordinate and facilitate a Safe School Travel Committee to address any road and/or traffic related safety concerns that impact on the students and families of McDowall State School.

RELATIONSHIPS

1. P&C Association Executive Committee
2. School Principal and teaching staff
3. Local community and government stakeholders
4. Department of Transport & Main Roads

MAIN DUTIES/RESPONSIBILITIES

1. If a school community identifies a safety concern it should establish a Safe School Travel Committee. The committee should include the Principal, parents/carers, teachers and other interested parties (for example, local police or a local government representative). Schools should contact their local [Road Safety Advisor](#) who will assist the committee and provide relevant resources, information and application forms where appropriate.
2. Where requested, assist the Principal and school, and/or P&C Association with the education and awareness of safety issues, and work alongside all key parties to manage and address safety concerns;
3. Stay up-to-date with current legislation and policies regarding Queensland's road and traffic safety, and represent the P&C Association in matters that require this specialised knowledge;
4. Report safety concerns and subsequent action plans, recommendations, outcomes to all parties.

SKILLS & EXPERIENCE

Qualifications:

Nil

Experience:

Nil

Skills:

- Excellent verbal and written communication
- Confident to manage a committee including leadership skills
- Able to meet deadlines and manage time
- Report writing skills
- Strong attention to detail
- Safety conscious

PERFORMANCE GOALS

- Timely report of all safety concerns to the P&C Association, Principal/school and other relevant stakeholders;
- Effectively manage a committee to address any safety concerns, and report recommendations/outcomes to all relevant parties;
- Demonstrate an active involvement in addressing road and traffic safety issues but also maintain involvement in the review process of any recommendations implemented.

AVERAGE TIME COMMITMENT REQUIRED PER MONTH

- Meetings: attendance at monthly P&C Association General Meeting where possible (2 hours x 8 times per year);
- 1 Hour / month (to stay on top of current policy/legislation). A higher time commitment will be required if a safety issues is raised and requires attention.

Note: This is the anticipated minimum time required for the role to function well. As being part of the P&C Association is a voluntary role, the amount of time invested is up to the individual.

RELEVANT POLICIES AND PROCEDURES

- [McDowall State School P&C Constitution](#)
- [McDowall SS P&C Association Student Protection Risk Management Strategy](#)
- Department of Transport & Main Roads website and SafeST policy updates

P&C ASSOCIATION STRUCTURE

McDowall State School Parents and Citizens' Association 2016

