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| **Post Title:**  | Junior Road Safety Officer  |
| **Location:**  | Within the school and local community where possible  |
| **Reward:**  | End of year award from Suffolk County Council Road Safety . Respect and responsibility within your school.  |
| **Responsible to:**  | Road Safety Officer and your Head Teacher  |
| **Purpose of your job:**  | To increase Road Safety awareness within your school To encourage other pupils in your school to act responsibly on and near roads To organise activities and encourage the involvement of all children, teachers and parents in what you are promoting. |

 **Main tasks**

1. To create and maintain a Road Safety notice board, keep it up to date with current topics by displaying information for all pupils, teachers and visitors at school to see.
2. To arrange and carry out, with support, Road Safety activities/ competitions/ surveys/ role plays etc. using information provided or researched by you.
3. To organise School assemblies, lessons and displays at school events based on a Road Safety theme at least once per term, with support and guidance from teachers.
4. To ensure that reasonable care is taken at all times for your own and others health, safety and welfare.
5. Maintain a JRSO logbook, based on the road safety topics you are covering. Including copies of :
* Assembly scripts, correspondence, surveys carried out and research done.
* Photographs showing the activities throughout the year with simple explanations

This work record should be to a high standard and Suffolk County Council will use this book to rate the annual award certificate presented to each JRSO and the school.