

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Independent Travel Trainer	JEID	M0687
Salary Grade:	Grade H		
Team:	Transport Operations		
Service Area:	Transport Delivery		
Primary Location:	Countywide – Office base in Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Delivery Lead – Transport Manager		
Responsible for:	None		

Role Purpose

As a Travel Trainer you will play a vital part in enabling young people with special educational needs to become independent travellers on route to and from school and will develop positive working relationships with families to promote the importance and benefits of independent travel

Working in collaboration with colleagues across Warwickshire, and others as appropriate, the post will be responsible for implementing the council's strategy for supporting children and young people with learning difficulties and/or disabilities to increase their independence in preparation for adulthood – with a focus upon ensuring that there is a framework in place to assist with the development of independent travel skills to education providers.

You will work remotely to ensure flexibility is offered to WCC residents to support them to access their education setting. You will need excellent communication skills and the ability to empower and motivate others while supporting them to travel independently. You will be able to work off your own initiative, as well as being able to work well in a team.

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Role Responsibilities

The work will be varied, focussing on developing and promoting our educational provision within schools as well as working 1-2-1 with students in various locations on different types of transport on designated routes such as their home to school journey. When leading the classroom-based sessions you will be educating our students through a structured school-based programme.

- Work directly with young people to develop their independence and to take responsibility for their learning via interventions and support mechanisms appropriate to enabling travel independence
- To undertake a journey and risk assessment plan for each trainee to ensure that individual needs of children and young people are assessed, understood, and regularly reviewed to provide appropriate levels of travel training support to empower young people to gradually become more independent
- Hold regular communication with families, schools and colleges and other interested agencies responding to queries from them regarding transport and ITT, especially in relation to transport reviews at key stages of the young person's education journey.
- Create an environment in which it is safe and appropriate to teach young people who have a wide range of additional needs and recognised disabilities. to use transport and practice road safety or deliver through a train the trainer approach with other agencies
- Represent the service at local, regional, or national events as required
- Work collaboratively with schools (particularly special schools), social care and health representatives to identify ways to improve quality of transport and develop systems which support preparation for adulthood principles into other life skills and curriculum outcomes to embed ITT
- Establish and promote a framework across the organisation and with key stakeholders which embeds independent travel training into wider outcomes for children and young people
- Confirming eligibility for transport assistance working with other services, to identify and discuss young people who may be appropriate for ITT in accordance with the Home to School Transport Policy, working with Education Transport team
- Ensure that all aspects of the work are underpinned by the principles of equality and diversity
- Undertake relevant training according to the needs of the service, personal and professional development
- Understanding and awareness of child/vulnerable adult safeguarding issues
- Maintain up to date and accurate records and prepare reports for senior officers as requested and contribute towards performance targets
- Implement and maintain a robust monitoring system to ensure individual and programme outcomes are signed-off/achieved, reviewed, and refined
- Ensure the quality of information and data produced meets corporate standards, is fit for purpose and is politically astute
- Ensure that interdependencies with other programmes and projects across WCC are identified and actions are taken to minimise risk and/or maximise benefits
- Manage challenging situations, often in a one-to-one setting without support, to ensure the safety of the young person, trainer and/or members of the public
- Attend multi agency meetings as required to discuss the transport and independence pathways for young people when appropriate, including attending EHCP annual reviews at critical stages for the young person, such as preparation for adulthood in year 9
- Such other duties as required by the Team Managers commensurate with the level and purpose of the job role and a safe environment is maintained in accordance with health and safety policy and legislation

Special Factors

- This post will involve regular work 'off-site' and outside normal office hours, often lone working. Therefore, access to your own transport and the ability to travel across this geographical area in a timely and flexible manner, at various times of the day, is essential. In this role you can expect to have some early starts/late finishes as well as working during school holidays.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and those of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Level 4 qualification (NVQ level 4/HNC) or level 3 qualification with minimum of 2 years' experience working with people with SEND	A, I
Excellent training skills and experience working directly with adults, young people or children with a wide range of special educational needs and disabilities and their families, in various settings	A, I
Knowledge of different conditions such as autism and ADHD and how they can affect a young person's ability to become independent	A, I
Ability and confidence to conduct 1 to 1 sessions with CYP	A, I
Experience of planning, analysis and preparing risk assessments relating to health and safety	A, I
Excellent interpersonal skills and proven skills in partnership work, to instil confidence and build rapport with a diverse group of partners and people.	A, I
Excellent communication skills both written and verbal with a wide range of stakeholders, especially with children and parents to reassure and promote confidence in challenging situations.	A, I
Extensive organisational skills and ability to working in a changing pattern of work, with a need for sensitivity and flexibility due to constant changes in priorities.	A, I
Knowledge of legislation and statutory on provision for children and young with SEND and local transport policies	A, I
Understanding of transport challenges and barriers for young people with SEND	A, I
To use initiative when problem solving and be adaptable to change.	A, I
A flexible approach to working hours, with the ability to travel across the council and work from a variety of locations, including early/late starts in order to support young people and adults into education/employment.	A, I
Good level of computer skills, including Microsoft Office, Power Point and SharePoint (Word, Excel).	A, I
Ability to maintain a case load and provide daily training records, risk assessments and reports on multiple devices.	A, I
Commitment to achieving the best outcomes for children and young people with enthusiasm to continuously improve the service that is provided.	A, I

An understanding and empathy of the difficulties parents/carers face when supporting independent travel.	A, I
Ability to safeguard children and vulnerable adults' welfare and respond effectively.	A, I

Desirable Criteria

Assessed By:

Travel Training qualification or equivalent level of experience	A, I
Open Awards Level 2 award in Skills for Teaching Independent Travel (Roles can offer training, such as course provided by Open Awards level 2 and 3. 'Award in Skills for Teaching Independent Travel')	A, I
Use of TITAN initiative (Together Improving Travel Abilities Now)	A, I
First Aid certificate	A, I
Experience of working collaboratively in a multi-agency capacity	A, I
Commitment to working reflectively and embracing new methods of works to ensure that working practice is able to adapt to suit the changing demands on service whilst motivating others.	A, I
Knowledge of geography of Warwickshire County and the local transport networks	A, I
Experience of travel training	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety, and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed regarding the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all the significant risks are identified, recorded, and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

Provision of personal care on a regular basis Driving HGV or LGV for work

<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing, and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors x
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	