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, SEND	JEID	M0687
Salary Grade:	Grade H		
Team:	Independent Travel Training		
Service Area:	Transport Delivery		
Primary Location:	Countywide – Office base in Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Team Manager – Assessment and Travel Training		
Responsible for:	None		

Role Purpose

Independent Travel Training (ITT) provides young people with SEND the skills they need to travel independently. Our skilled Travel Trainers support young people in the community, schools, colleges and work placements to become independent travellers in preparation for adulthood.

A travel trainer will work with young people on a 121 basis or in small groups out in the community, providing them with the skills to travel independently.

Travel Trainers visit schools and colleges to promote ITT through classroom sessions and workshops. Travel Trainers attend careers and transition events with promotional materials talking to parents, carers, young people and professionals about the service.

Role Responsibilities

1. Work directly with young people on the skills required to travel independently, predominantly by accessing public transport.
2. To assess individual needs of eligible young people, to tailor an appropriate package of support to allow them to travel independently.
3. Communicate and collaborate effectively with various stakeholders (Young people, parent/carers, school/College, professionals).
4. Represent the service at local, regional, and national events as required
5. Assess eligibility for transport assistance, to identify and discuss young people who may be appropriate for ITT in accordance with the Home to School Transport Policy
6. Undertake relevant training according to the needs of the service, personal and professional development (Safeguarding, First Aid etc)
7. Recognise and report and safeguarding issues appropriately in line with WCC Safeguarding protocols.
8. Maintain up to date and accurate records and prepare reports for senior officers as requested and contribute towards performance targets
9. Maintain and contribute to data collation to ensure individual and programme outcomes are achieved and reviewed.
10. Ensure the quality of information and data produced meets corporate standards, is fit for purpose and is politically astute
11. Manage potentially 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
12. Attend multi agency meetings as required to discuss the transport and independence pathways for young people when appropriate.
13. Ensure that all aspects of the work are underpinned by the principles of equality and diversity
14. 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
15. Travel Trainers require access to their own transport and the ability to travel across the county, as the service dictates, at various times of the day.
16. A flexible approach to working hours, with the ability to travel across the county and work from a variety of locations, including early/late starts in order to support young people and adults into education/employment.

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 GCSEs to include English and Maths (or equivalent) NVQ/Diploma level 2 (or equivalent)	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 a variety of needs 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 or group sessions with young people	A, I
Excellent organisational skills and experience of planning, analysing 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 young people and parent/carers.	A, I
A good understanding of SEND and local transport legislation and policy.	A, I
Understanding of challenges and barriers to independent travel for young people with SEND and their parent/carers.	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 county 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
Ability to safeguard children and vulnerable adults' welfare and respond effectively.	A, I

Desirable Criteria

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