

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:	Transport Safeguarding Training Officer	JEID	MO716
Salary Grade:	Scale J		
Team:	Home to School Transport		
Service Area:	Transport Delivery		
Primary Location:	Warwick/Rugby/Nuneaton/Stratford – Dependent upon successful candidate		
Political Restriction	This position is not politically restricted.		
Responsible to:	Transport Training Team Manager		
Responsible for:	N/A		

Role Purpose

Warwickshire County Council transports more than 10,000 students to and from school or college. This includes mainstream students and SEND students, both under 16 and post 16 including those with Child in Care (CiC) status.

Warwickshire Transport Delivery manages over 1000 contracts with external Operators, who deliver this transport daily. All members of staff (Drivers and Passenger Assistants) through these Operators are obliged to undertake Warwickshire County Council approved Safeguarding training in accordance with DfE guidance (Travel to school for children of compulsory school age, May 2026).

In addition, Warwickshire provides transport for adult social care and is currently transporting over 250 passengers.

The postholder will lead the delivery of the safeguarding training package alongside the development and reviewing of the material. This training covers all the demographics above. The postholder will lead the safeguarding response within home to school and adult social care transport.

Role Responsibilities

Contribute to the organisation's responsibility to safeguard and promote the welfare of children, young people, and vulnerable adults.

Deliver the WCC specific Safeguarding training to Drivers and Passenger Assistants for up to 4 days per week.

Review and develop training materials in line with new developments in policy and practice.

Work closely with Warwickshire Safeguarding colleagues to ensure Transport Delivery is following the most current and relevant advice relating to safeguarding.

Communicate with colleagues within Family Connect and LADO where appropriate.

Communicate with external stakeholders where appropriate (Police, schools, professionals etc.).

During training sessions, assess understanding and knowledge of delegates to ensure they are suitable and applicable to work with vulnerable young people and adults.

Promote a culture that prioritises the best interests of children, young people, and vulnerable adults.

Lead on the Transport Delivery safeguarding recording system and ensure appropriate steps are taken to follow up concerns, liaising with and sometimes delegating to other staff members within Transport Delivery.

Arrange, attend, and chair regular DSL meetings within Transport Delivery.

To carry out other such duties as may be required by the senior leadership team.

The postholder may be required to work some evenings and weekends (negotiable).

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:

Educated to at least Level 4 (HNC, Level 4 Diploma or equivalent) or 3 years experience in a safeguarding related role	A, D
Significant experience of delivering a training programme	A, I
Experience of developing training materials and delivering training to a range of different stakeholders	A, I
An ability to research current legislation and adapt materials to reflect any changes	A, I
Experience of working alongside safeguarding agencies (LADO, Family Connect, DSLs) with a proven track record of following protocol	A, I
A vibrant and engaging presenting style	A, I, P
An understanding of the safeguarding risks associated with home to school transport	A, I
Knowledge of transport operational issues and understanding of the duties upon local authorities regarding Special Educational Needs and Disabilities (SEND), Adult Social Care and Equality and Diversity	A, I
Able to use initiative in planning and prioritising own workload	A, I
Good communication skills, both written and verbal, demonstrating an ability to present information to a variety of stakeholders	A, I, P
Experience in responding to difficult situations when placed under pressure	A, I, P
An extensive understanding of the relevant safeguarding legislation (KCSiE, Working together to safeguard children, etc.)	A, I
Ability to professionally scrutinise delegates to assess their knowledge and understanding and be confident and assertive in decision making	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary	A, I

Desirable Criteria

Assessed By:

Have experience in a Designated Safeguarding Lead (DSL) role	A, I, D
Have undertaken safer recruitment training	A, D
Have experience working in a home to school transport environment	A, I
Willingness to occasionally work outside normal office hours	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 with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of 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
☒ 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):	