

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Travel Trainer (term time only)	<b>Grade:</b>
<b>Section:</b> Finance	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> ITT Co-ordinator/Assessor	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date:</b> February 2021

### Working for the Richmond/Wandsworth Shared staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose:

To provide support and train children with special educational needs to enable them to travel more independently to and from school or college, while ensuring their safety and wellbeing during their training.

The postholder will have a firm understanding of the pupil's specific needs and the impact that Travel Assistance can have on their education and assist in working towards independence in line with their EHCP.

<sup>1</sup> These values and behaviours will be developed further as the SSA becomes established.



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The postholder will work closely with those with travel responsibilities in schools, the Special Needs Assessment Service (SNAS), and other Council services, as relevant.

### **Specific Duties and Responsibilities:**

- To cooperate with the Travel Training Co-ordinator to deliver the ITT service in partnership with the schools, colleges and families.
- To support children with special educational needs to travel independently by walking or using public transport.
- To assess the needs of prospective trainees. This may involve consulting with any relevant parent/carers and support workers, before deciding upon the most appropriate person-centred travel training plan.
- To work with parents/carers to implement the travel training programme.
- To keep detailed and accurate records of the service provided.
- Write full reports which detail student progress and future recommendations.
- To provide and promote a culture of safe practice and support.
- To support, attend and promote workshops provided by ITT service

### **Generic Duties and Responsibilities:**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.

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- To promote equality, diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils duties and responsibilities for safeguarding children, young people adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review as a result of the postholder should expect to carry out any other reasonable overall function, commensurate with the level of the post.

## Person Specification

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<b>Section:</b> Finance	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> ITT Coordinator/Assessor	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b> January 2021

### Our values and Behaviours<sup>1</sup>

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we price these qualities in particular:

- Taking responsibility and being accountable for achieving the best possible outcomes across teams/services – a 'can do' attitude to work whilst able to positively manage own and staff behaviours/stress through effective decision making, communication, staff management, and work prioritisation.
- Continuously seeking better value for money and improved outcomes/more efficient processes across teams/services
- Focusing on residents and service users, both external and internal, and ensuring they receive the highest standards of service provision.

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<b>Person Specification Requirements</b>	<b>Assessed by A and I/T/C/D/E (see below for explanation)</b>
<b>Skills</b>	
Excellent communication skills, both written and oral English	A/I/E
Empathetic approach	I/E
Be able to use own initiative	I/E
Stay calm under pressure and stay patient in stressful situations	I/E
Time management and task prioritisation	A/I/E
Ability to organise and prioritise workload, to work under pressure and meet deadlines	A/I/E
Report writing skills	A/I/E/T
Resilient communicator with ability to influence and engage to inspire and motivate	A/I/E
<b>Knowledge and experience</b>	
Have previous experience with young people or vulnerable adults with learning disabilities and/or physical disabilities	A/I/E
Understanding of what it means to keep yourself and others as safe as possible	A/I/E/T
Able to use both online journey planning tools and travel plans	A/I/E/T
Ability to plan journeys and read timetables	A/I/E/T
Have previous experience of Independent Travel Training	A/D
Knowledge and experience of inclusive engagement methods for young people	A/I/D
Good geographical knowledge of the Wandsworth Borough and Greater London.	A/I/E/T
Excellent working knowledge of IT packages (MS word, outlook and other applications)	A/I/E/T
<b>Qualifications</b>	
First aid qualification	A/D/C

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Enhanced DBS that permits working with vulnerable adults	A/C/D
Relevant professional qualifications – background in Special Educational Needs (SEN) and/or transport. (preferable)	A/D/C
Knowledge of learning disability legislation and issues.	A/I/D

- Willingness to work flexible hours to meet the requirements of the post
- Willingness to work outdoors, sometimes in poor weather conditions, at all times of the year

**A – Application form**

**I – Interview**

**T -Test**

**C – Certificate**

**D – Desirable**

**E – Essential**

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