



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: ITT Coordinator/Assessor	Grade: PO1
Section: Finance	Directorate: Children's Services
Responsible to following manager: SEN Transport Manager	Responsible for following staff: ITT Trainers and travel buddies
Post Number/s:	Last review date: 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 project manage and coordinate the Independent Travel Training Service. The role will involve the administration of the service and line manage the travel trainers. The ITT Coordinator/ Assessor will help to match up current SEN Travel Assistance users to a travel trainer, who will support them to travel more independently to and from school or college.

The postholder will have a firm understanding of SEN specific needs and the impact that Independent Travel Training can have on their education and path to independence, in line with their EHCP

¹ These values and behaviours will be developed further as the SSA becomes established.



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

Specific Duties and Responsibilities:

ITT arrangements

- Manage the Wandsworth Independent Travel Training Service
- To coordinate, mentor, coach and develop the travel buddies and travel trainers to improve their effectiveness in their roles.
- To assess the confidence and ability of travel trainers to train others.
- To facilitate a compatible match between students and buddies and trainees.
- 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.
- Develop marketing materials and content to ensure the scheme is widely advertised and is accessible to a variety of students.
- Organise and manage workshops and training sessions with our partners, such as TfL, other Local Authorities, schools, etc
- Develop partnerships with others in the learning disability sector (e.g. charities, colleges, parents, service providers) in order to promote the service
- To provide inclusion training at activities.
- Ensure compliance with the Council's governance arrangements and policy on procurement and ensure that the council complies with statutory guidance as these relate to transport commissioning and funding. Keep accurate and updated records of each student participating in the training and maintain a database of their information, progress and outcomes.
- To monitor and evaluate the effectiveness of the Independent Travel Training service. This will involve writing reports, case studies and updates.
- Write Quarterly summary reports.
- Write full end of project report which makes recommendations about future services.

Line Management

- Team management of Independent Travel trainers and travel buddies
- Ensuring tasks are completed to schedule.

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- Providing training, sharing training opportunities within the council and ongoing supervision.
- Ensuring that systems and procedures in place are followed.
- Carrying out regular review meetings.

SEN Travel Assistance Panel Meetings

- To attend and participate in the SEN Travel Assistance panel meeting to assess new applications and identify potential ITT users.
- To assess travel assistance requirements for new applications where the panel have requested further information. This will include assessing the child en-route to school, talking to the parents and the schools about the travel needs of child

Contribute as an effective and collaborative member of the SEN Travel Assistance Team

- Participate in training to demonstrate competence.
- Participating in the development, implementation and monitoring of service plans.
- Supporting Customised Focus, Best Value and the electronic management of processes.

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.
- 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.

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- 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.

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Our values and Behaviours¹

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.

Person Specification Requirements	Assessed by A and I/T/C/D/E (see below for explanation)
Skills	
Ability to act in a supervisory role	A/I/E
Excellent communicator, both written and oral English	A/I/E
Time management and task prioritisation	A/I/E
Report writing skills	A/I/E
Action orientated and can-do approach	A/I/E
Ability to keep accurate and detailed records and filing systems	A/I/E
Excellent administration and coordination skills	A/I/E
Ability to organise and prioritise workload, to work under pressure and meet tight deadlines	A/I/E
Empathic approach	A/I/E

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Problem solving and lateral thinking that assists in identifying new ideas	A/I/E
Knowledge and experience	
Experience in independent travel training and assessments	A/I/E
Understanding of confidentiality, data protection issues and safeguarding issues	A/I/E
Excellent working knowledge of IT packages (MS word, outlook and other applications)	A/I/E/T
Have previous experience with young people or vulnerable adults with learning disabilities and/or physical disabilities	A/I/E
Knowledge and experience of inclusive engagement methods	A/I/D
Experience of developing, monitoring and reviewing projects.	A/I/D
Good geographical knowledge of the Borough of Wandsworth and Greater London.	I/E
Qualifications	
First aid qualification	A/D/C
Enhanced DBS that permits working with vulnerable adults	A/D/C
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/T
GCSE English and Maths (or equivalent)	A/E/C

A – Application form

I – Interview

T -Test

C – Certificate

D – Desirable

E – Essential

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