

Job Description

Job Title	Independent Travel Trainer
Directorate	Children and Young Peoples Services
Service Area	Early Help
Grade	5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Hybrid
Location	Transport Office, Liverpool
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To design, deliver and evaluate training interventions to support young people to travel independently.

To work with various cohorts of children with SEN and Disability in close liaison with colleagues in the SEN Assessment and Pupil Support Service.

To support required frameworks for successful accreditation for personal development of young people recruited onto the Travel Training Programme.

Directly Responsible For:

Not applicable

Directly Responsible To:

Independent Travel & Personalised Transport Manager

Main Areas of Responsibility:

- To ensure that all advice and guidance given to education settings and families on SEND matters takes account of the Council's SEND Strategy and the graduated approach to meeting SEN.
- To work closely with a wide range of young people, building trust and establishing relationships.
- To work closely with a team of SEND Casework Officers in support of a specific cohort of children and young people.
- To support the planning, co-ordination and delivery of travel training, to the required standard, to a wide range of young people with a variety of needs, to assist them to travel independently to access education, college, work experience, and leisure activities.
- To assist in the design, delivery and evaluation of training programmes, adhering to required standards, to special schools and appropriate mainstream schools in Liverpool, improving outcomes for disabled children within the social model of disability.
- To deliver Open Awards accredited training course - Train the Trainer to equip delegates with the skills and knowledge they need to start delivering Independent Travel Training and conduct follow up evaluations against course standards.

- To actively contribute to project development and share ideas to ensure that a high standard of learning and development tools/materials is created and implemented in a consistent manner.
- To ensure individual learner needs are identified and met at all times using a personalised approach to delivery.
- To fully participate and demonstrate a pro-active approach to personal and professional development activities to ensure continuous development.
- To take full ownership of Continuous Development Plans.
- To fully complete relevant assessment processes to evidence students' learning.
- To attend associated moderation meetings in relation to Open Awards.
- To comply with all relevant policies, procedures and controls in place to ensure safe working in relation to all aspects and requirements of the role including remote and lone working activity.
- To comply with and ensure that all Open Awards course documentation is maintained in accordance with service standards and procedures.
- To participate in the assessment and internal verification of Open Awards coursework and ensure that they comply with Open Awards regulatory responsibilities.
- To adhere to safeguarding children procedures at all time as per the LA Safeguarding Policy.
- To ensure that Health and Safety legislation is adhered to and to undertake regular risk assessments in liaison with the Independent Travel and Personalised Transport Manager.
- To use innovative methods of delivery, including digital ICT, when delivering training to young people.
- To ensure that all advice and guidance given to education settings and families on SEND matters takes account of the Council's SEND Strategy and the graduated approach to meeting SEN.

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- To ensure that Health and Safety legislation is adhered to and to undertake regular risk assessments in liaison with the Independent Travel and Personalised Transport Manager.
- To comply with all relevant policies, procedures and controls in place to ensure safe working in relation to all aspects and requirements of the role including remote and lone working activity.
- To comply with and ensure that all Open Awards course documentation is maintained in accordance with service standards and procedures.
- To participate in the assessment and internal verification of Open Awards coursework and ensure that they comply with Open Awards regulatory responsibilities.
- To adhere to safeguarding children's procedures at all time as per the LA Safeguarding Policy.
- To oversee the delivery of other components of travel training, including carrying out specific risk assessments of learners' individual routes, road safety, personal safety, and journey planning.
- To ensure that all aspects of participant safety are managed effectively and evidenced in accordance with the travel training procedures.
- To publicise and promote the travel training programme to a wide variety of organisations such as schools, Connexions, and Alternative Education Providers and attending meetings and events as required.
- To be an Ambassador of the Travel Training Programme, working closely with all stakeholders, internal and external to ensure a full understanding of benefits is achieved.
- To work closely with the SEND Casework Officers within the SEND Assessment and Pupil Support team to embed the provision of independent travel training into the EHC process and review.
- To work directly with parent/carers/guardians to encourage uptake of the scheme.

- To work in partnership with the relevant services within Children's Services as part of L.C.C.'s Transport Strategy, to reduce transport barriers for young people wishing to access education, or other life enhancing opportunities.
- To complete, as required, and oversee/undertake initial assessments, progress reports, risk assessments, collate statistics on outcomes and other reports on a regular basis to inform L.C.C.'s Transport Strategy.
- To maintain up to date knowledge of developments in this area of learning and to disseminate and share good practice and expertise with other staff.
- To provide monthly updates on the progress of individual trainees to individual schools' annual reviews, and SEN Transport and SEN Education Team, to support the personalisation agenda.
- To ensure that all relevant records and paperwork, relevant to the role, are completed on time and submitted within the required timelines.
- To work closely with the Independent Travel and Personalised Transport Manager to ensure that issues or concerns relating to the full scope of the project are discussed appropriately and managed in accordance with the service procedures.
- To undertake any other professional duties which fall within the remit of the post as identified by, and agreed with, the Independent Travel and Personalised Transport Manager
- To always maintain confidentiality of information in accordance with the procedures of the Freedom of Information Act and Data Protection Act 2018.
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- To work across the city delivering travel training, including walking routes and travelling on public transport.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant qualifications in literacy and numeracy (GCSE A – C, or equivalent) (A)
- Evidence of current and continuous professional development (A)

Desirable

- Level 3 Education & Training Qualification
- An appropriate qualification in ICT, for example ECDL
- Level 2 Accredited Skills in Teaching Independent Travel

Experience

Essential

- Recent experience of working with children & young people with SEN & Disabilities and their families (A,I)
- Experience of delivering training programmes (A,I)
- Experience of working in a team and supporting a strategic approach (A,I)
- Ability to plan and prioritise work for self and others (A,I)
- Experience of working in a team and supporting a strategic approach (A,I)

- Extensive experience in the use of all aspects of IT including Microsoft Office Suite, including the ability to create spreadsheets and presentations using PowerPoint (A,I)

Desirable

- Experience of dealing with complex and challenging situations
- Experience of multi-agency working and participating in multi-agency meetings

Skills/Abilities

Essential

- Good organisational planning skills and ability to work under pressure (A,I)
- Ability to work on own initiative (A,I)
- Good communication skills (both oral and written) (A,I)
- Ability to work with a minimum of supervision (A,I)

Desirable

- Knowledge of relevant legislation and policy e.g., Children & Families Act 2014, Disability Discrimination Act
- Ability to set up and maintain a spreadsheet to record Travel Training information as required
- Ability to liaise professionally with staff at all levels and members of the public
- Ability to analyse and evaluate data
- Ability to meet strict deadlines and work under pressure, and communicate effectively at meetings and through written reports

Commitment

Essential

- A personal commitment to customer service, adopting a flexible approach to meet the needs of service users/partners (A,I)
- Commitment to work flexibly outside usual office hours (A,I)
- Act, at all times, with integrity, honesty and respect for others, promoting diversity, equality of opportunity and challenging unfair discrimination (A,I)
- To practise and promote equality of opportunity and non-discriminatory practice (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A commitment to the City Council's Equal opportunities Policy
- A commitment to the local authority's policy on Inclusion

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- A positive attitude towards personal training and development (A,I)