



JOB DESCRIPTION

Job Title: Travel Trainer

Responsible to: Travel Training Interim Lead

Purpose of the Job:

To impart knowledge and practical skills regarding how to travel safely, effectively and independently whether by public transport or other modes to vulnerable individuals living within East London area including both primary and secondary school children and adults at local colleges.

Main Activities:

- To collect travellers daily both morning and afternoon and deliver travel training to those individuals to enable/empower a specific level of competency resulting in their independent travel within previously agreed timescales.
- To ensure the health and safety of the traveller at all times when charged with their care/tutoring
- To act as a point of contact for parents/carers/guardians/SENCO of trainees in relation to their training progress
- To undertake route risk assessments and route planning in light of those assessments
- To resolve monitoring assessments and regular reviews of trainee's progress
- To attend the initial referral and subsequent monitoring meetings with parents/carers/guardians/SENCO and trainee
- To complete required correspondence and written reports within agreed timescales to parents, Local Authority, school and DABD within given processes.
- To implement and maintain accurate records of all activities undertaken with the trainee

General duties:

- To undertake appropriate training as necessary to maintain personal competency and the health and safety of the trainee travellers
- To comply with the requirements of the Data Protection Act 1984
- To comply with DABD Health and Safety Policy
- To comply with DABD Confidentiality Policy and Code of Conduct for Trainers
- To carry out responsibilities and duties in accordance with DABD Equality and Diversity Policy

The above mentioned duties are neither exclusive nor exhaustive and the postholder

may be required to carry out such other duties as required by the Travel Training Interim Lead within the grading level of the post and the competence of the post holder.

Person Specification

Main Duties

- To teach individuals to travel independently by public transport or by foot
- To provide comprehensive training in the practical skills required for independent travel
- To monitor individual's progress at regular intervals and feedback to all involved parties
- To identify gaps in the individual's knowledge base and skill base and address through further appropriate training to progress the trainee to independent travel
- To ensure the trainee remains safe at all times whilst making their training journeys

Essential Skills

- Excellent written and spoken English skills
- Good numeracy skills
- Good interpersonal skills
- Excellent organisational and record keeping skills
- Ability to motivate and impart practical skills
- Ability to work without supervision
- To be able to work to deadlines and on own initiative
- Ability to assess individual's needs and report back
- Flexible approach to working hours
- Basic First Aid Qualification

Desirable Skills

- Experience of working with vulnerable young people and people with additional needs
- Computer skills
- Experience in delivering training
- Knowledge and understanding of equal opportunities and disability discrimination

Personal Attributes

- High sense of integrity and respect for confidentiality
- A good sense of humour and limitless patience
- Sensible steadfast approach in dealing with emergencies
- Experience of travel by public transport

Travel Trainers will have to undergo three days formal training before working with travel trainees and must have an enhanced CRB less than 6 months old at the time of employment.