**CHESHIRE WEST & CHESTER COUNCIL**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Travel Trainer – Part time 25 hours per week |
| **EVALUATION REFERENCE:** | WAWK 8281 |
| **GRADE:** | G7 |
| **RESPONSIBLE TO:** | Senior Travel Trainer |

**JOB PURPOSE:**

The post holder will support adults and young people with disabilities and/or autism to travel independently across the borough to access school, further education, day care settings or work. The post holder will deliver training (1-1 & small groups) and support trainees travelling on public transport. They will work closely with parents, carers and support networks, undertake risk assessments to maintain trainee safety and use effective action planning and assessments to achieve independent travel for their caseload.

# **PRINCIPAL RESPONSIBILITIES**

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| 1 | Engage with trainees, parents, carers and support networks to communicate competently how ITT works, providing clear information that is understood by all parties. Respond to concerns, provide encouragement and motivation. Complete initial agreement and assessment of trainee in partnership with parents, carers and support networks and use this to develop a travel training programme with clearly defined aims. |
| 2 | Develop journey plans with the trainee which detail routes using public transport, assess accessibility, considers safety, timing and cost. Support the trainee to use technology and develop effective strategies throughout. |
| 3 | Complete comprehensive risk assessments of the route and transport methods |
| 4 | Deliver 1-1 and group training sessions covering topics such as personal safety, stranger danger, money management, route planning, and road safety. Use technology with the trainee to promote independence and skills, and to navigate local transport systems |
| 5 | Provide practical travel training, from home to school/college/day-care settings/work ensuring trainee safety, developing skills and independence on every journey. Monitor and report on progress, develop strategies to promote confidence and resilience. Maintain and promote a culture of safe practice and support. |
| 6 | Work collaboratively with transport services, SEN and Adult Social Care teams along with key stakeholders to raise awareness of ITT and develop supportive networks to provide an independent travel training service that is fit for purpose. |
| 7 | Actively manage progression of every individual to travel independently. Create reports and comprehensive action plans that illustrate skills developed and progress made. Share progress updates with trainee, parents/carers and support networks and stakeholders. |
| 8 | Manage a caseload of trainees, use high level of organisation to manage diary, plan journeys and manage time effectively. The postholder will be travelling with the trainee to school, college, day care settings, and work so journeys will form a large part of the day. The postholder will work peripatetically across the borough, working flexibly which will include early starts to support trainee to travel to their destination. |
| 9 | Undertake travel training qualification and work within agreed travel training approved framework. |
| 10 | Work as part of a wider team and attend meetings as necessary in order to encourage partnership working and to reduce duplication of provision. |
| 11 | Any other duties within the competence and experience of the post holder, as may be required by the Line Manager |
| 12 | To promote equality, diversity and inclusion across the borough. Working to create and maintain a safe, supportive environment where all people are treated with dignity and respect. |

**This post is 25 hours per week, Monday – Friday and will involve some early mornings and/or late afternoons. The hours are not fixed, but are likely to be 7am-12 noon and/or 2pm-6pm**

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

This role is designated as:

Hybrid: Workers spend the majority of their time on site or in client visits. They will work in a specified Council office between site visits and may also work from home on an occasional or more frequent basis.

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Many services and customers span across the Borough and therefore you may be required to work at any location in Cheshire West and Chester.

**CHESHIRE WEST AND CHESTER COUNCIL**

**PERSON SPECIFICATION**

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| **Qualifications** | Essential   * 5 GCSE’s (or equivalent) Grade C or above including maths and English. * SEN, Teaching Assistant, or social care qualifications * Full Driving Licence   Desirable   * Travel Training Qualification * An introductory teaching qualification. * IT qualification demonstrating competence in a range of applications. * First aid qualifications * BSL qualification * IAG qualification |
| **Experience** | Essential   * Previous experience supporting young people and/or adults with learning disabilities and/or autism and/or physical disabilities * Practical experience and creative approach to developing strategies and training plans to promote independence * Experience of delivering training and presentations. * Experience of working in partnership with other agencies and providers * Proven ability to manage and prioritise a demanding caseload * Ability to develop relationships with parents/carers and support networks to maximise support and progress of trainee * Knowledge of issues around social exclusion and disadvantage * Proven co-ordination and organisation skills   Desirable   * Work history within social care or education (SEN) * Experience of delivering independent travel training * Teaching experience * Extensive knowledge of learning and physical disabilities, the impact on the individual and family/carers and support networks |
| **Job Related Knowledge** | Essential   * Knowledge of transport networks and the geographical area of CWAC * Ability to plan journeys, use timetables and online journey planning * Awareness of travel training frameworks and practice * Organisation and co-ordination skills   Desirable   * Previous experience of delivering travel training |
| **Skills and Aptitudes** | Essential   * Excellent communication skills, both written and verbal * Ability to advocate on behalf of people with Learning disabilities and/or autism. * A determination and drive to support people to travel independently by creating all the necessary conditions. * Good IT skills across a range of applications including standard and bespoke software. * High level of accuracy and attention to detail in reporting. * Good presentation skills using a variety of formats. * Ability to communicate effectively at all levels. * Negotiation and influencing skills. * Time management and task prioritisation * Caseload management * Develop action plans to drive progress, motivate and empower trainees |
| **Other Requirements** | * Work flexibly across the borough * Enhanced DBS check without barring. * Strong commitment to openness and honesty when dealing with others. * Open to new ways of working. * Receptive to advice and guidance. * Sound value base and non-judgemental. * Self-motivated, enthusiastic, achievement focused and able to work on own initiative. * Extremely well organised. * Flexible attitude to work requirements (location, tasks and hours). * Team player. * The ability to converse at ease with customers and provide advice in accurate spoken English * There may be a requirement to work occasional evenings/weekends * Full Driving licence and access to own vehicle |
| **Competencies**  **THRIVE VALUES** (Level 2)  Our THRIVE Values and Competencies are a key component of the way we work at Cheshire West and Chester Council.  **TEAMWORK -** the ability to work co-operatively, effectively and flexibly, utilising resources, expertise and knowledge with others (internal and external). We will work towards individual and common goals in order to achieve the Councils outcomes, whilst showing mutual trust for members of the team and partners.  **HONESTY** **-** acting in a responsible and accountable manner which maintains the integrity of the council as a public service. It is essential and critical to what we do and say.  **RESPECT** **-** having regard for and valuing individual contributions to achieve the agreed outcomes of the Council, encouraging a culture of mutual respect across all areas of the Council.  **INNOVATION** **-** the application of creative ideas to improve services to meet the Councils priorities and outcomes. Inspiring and enabling others to share good ideas and best practice to facilitate change which leads to successful and measurable outcomes.  **VALUE FOR MONEY** **-** the consideration of the financial impact and efficiencies within everything that you do for the benefit of the organisation and our residents.  **EMPOWERMENT** **-** giving employees the responsibility for making decisions about their own work whilst ensuring that boundaries and limits are set. It is also striving to facilitate others’ contributions and to share leadership, nurturing capability and long-term development of others. | |