

Post Specification

Post Specification - Key Information

- **Post Title: Independent Travel Training Officer**
- **Date: November 2024**
- **Post Group Number: 8397**
- **Job Family: People Care and Development**
- **Job Family Role Profile: PCD10i**
- **Final Grade: 10**

To be read in conjunction with the job family role profile.

Service Area Description

Integrated Home to School Transport Team

Purpose of this Post

To be the Lead Officer to develop and deliver Westmorland & Furness Council's new Independent Travel Training offer in the Integrated Home to School transport Team.

The Officer will work closely with education providers, council colleagues and families to identify children and young people with a variety of needs who are capable of being supported into independent travel through a programme of bespoke training tailored to the individual. The Independent Travel Trainer will plan and assess their route in order to best support them and use a stepped approach to develop and assess their skills at each stage.

Close liaison will be needed with all stakeholders, including parents/carers, young people and their educational establishments during training to provide progress updates and anticipate any potential issues. All risks must be managed on an individual basis.

This is very much a person-centred role with the opportunity to see young people flourish and learn new skills.

The desired outcome of the training is our young people gain in confidence, problem solving abilities and essential life skills..

The role will require daily travel across Westmorland and Furness Council area to work with young people, facilitate their journeys and to attend meetings and school/college visits.

The role will also support wider contract compliance measures as part of our contract management arrangements.

Key Job Specific Accountabilities

1. To be the lead officer for the Council's new Independent Travel Training offer and be the point of contact, providing guidance, advice and support to colleagues and key stakeholders, indirectly supervising quality and delivery standards.
2. Report directly to the Transport Lead and develop an agreed plan to implement a programme of Independent Travel Training for SEND Children and Young People across Westmorland and Council.
3. To deliver the Independent Travel Training to identified young people.
4. To complete a home visit and skills assessment on each new trainee
5. To plan travel routes taking into account each young person's individual needs and to undertake risk assessments for each intended route to ensure that the young person is using the safest and most appropriate route for their needs.
6. To deliver the training to the identified young person, directly supervising them throughout the training period, both at the young persons home address and on the required route, up until the point where the young person is signed off as fully trained and able to travel independently,
7. To complete an assessment of progress following each training session to identify areas requiring further development and training.
8. To liaise with schools and parent/carers to develop individual travel training and personal safety plans for identified young people.
9. Be understanding and empathise with young people and their families.
10. To communicate regularly with the parents/carers of each young person during their training to provide reassurance and progress updates.
11. To complete a final report on each trainee detailing the route trained, any challenges or perceived potential future issues.
12. To provide group sessions in schools to young people with additional needs on topics such as road safety, personal safety and journey planning.
13. To act in a train the trainer role for school staff where required. Providing training and guidance on implementing the road safety and personal safety elements of travel training within the school's curriculum
14. Carry out compliance checks (to include site visits where appropriate) as part of contract quality assurance activities.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None

- **Staff Management Responsibilities:** None
- **Other:** Targets for numbers of children and young people to receive training to be agreed annually

Essential Criteria

- **Qualifications:**
- Educated to GCSE level standard with a minimum of 5 GCSEs at Grade C or above or hold a professional qualification at Level 3 (eg Level 3 Health & Social Care)
- Level 2 Open awards in Travel Training (desirable but not essential)
- First aid qualification (desirable)
- Full Category B driving license is essential.
- **Knowledge:**
- Geographical knowledge of Westmorland and Furness Council area is advantageous
- **Experience:**
- Experience of supporting young people with additional needs and learning difficulties in an education setting
- Experience of planning and implementing risk assessments for activities involving young people
- Experience of working within a team for a common goal
- Experience of mentoring young people
- Experience of delivery of initiatives, projects and outcomes.
- Experience in stakeholder engagements.
- Experience of working in a customer service environment
- Experience of working with MS Office or other ICT applications
- Experience of consultation and engagement with a wide range of stakeholders/end users
- **Expertise:**
- An empathetic, positive, clear and confident communication style (written and verbal) that can be adapted to the audience so that trust and confidence is built.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:**
- Ability to deal with dynamic situations and work on a 1:1 basis to ensure the safety at all times of the child/young person in their care, undertaking the Training.
- **Physical Demands:**
- A good level of fitness as the role involves walking when working with young people on their journeys.
- **Working Conditions:**
- The post holder will have hybrid working between home, an office environment and will regularly be working outside in potentially adverse weather conditions whilst the training is taking place.
- **Other Factors:**
- Will be required to travel across the Westmorland and Furness Council area
- To be able to attend meetings beyond the workplace with stakeholders and suppliers
- Mileage to be paid at standard rates