

## The Education People

### Job Description: Independent Travel Trainer

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**Service Area:** Specialist Employment Service

**Grade:** TEP6

**Responsible to:** Contracts Co-ordinator

#### **Purpose of the Job:**

To deliver travel training to children and young people with an EHC plan or LD assessment, to enable them to travel independently to and from home to their school, in the London Borough of Greenwich.

**Please note:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Annex A: Main duties and responsibilities

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1. To train young people to gain the skills and confidence to use public transport to travel to and from school independently.
2. To work within The Education People's standards, policies and procedures and code of conduct policies and procedures which relate to safeguarding children and vulnerable adults, health and safety practice and equal opportunities.
3. To regularly monitor and evaluate the child and young person's progress and keep accurate evidence, and provide positive and constructive feedback to young people and schools in relation to their training
4. To liaise with schools and colleges in RBG to build and maintain good working relationships.
5. To promote, market and present the scheme in an enthusiastic manner to schools and colleges and other stakeholders.
6. To conduct risk assessments and implement control measures to maintain good safety procedures for children and young people whilst out in the community.
7. To manage and organise own caseloads and prioritise referrals.
8. Undertake continuous professional development appropriate to the role.

## Annex B: Person Specification

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	MINIMUM
<b>QUALIFICATIONS</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>NVQ/Diploma level 2 (or equivalent).</li> <li>GCSEs to include English and Maths (or equivalent).</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience of training children and young people with SEN or learning difficulties in life and social skills.</li> <li>Demonstrable experience of working with children and young people with SEN or learning difficulties, to achieve positive outcomes.</li> <li>Worked with schools, understanding the intricacies of timetabling and working with parents</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good organisational skills with the ability to prioritise workload.</li> <li>A self-starter with ability to use own initiative.</li> <li>Ability to problem solve in unexpected situations (i.e. what do you do when the bus doesn't turn up).</li> <li>Ability to motivate children and young people and provide appropriate levels of challenge in order to develop them.</li> <li>The ability to provide constructive feedback to children and young people in a positive, cheerful and patient manner, in relation to their training.</li> <li>Excellent inter-personal skills with the ability to communicate effectively with a range of stakeholders and more importantly with children and young people with SEN.</li> <li>Able to work with equal effectiveness as an individual or as part of a team.</li> <li>Able to work flexible hours which will include early morning and evenings</li> <li>Able to travel across the whole of RBG in a timely and effective manner to enable to train children and young people to travel to/from school/college in time for their lessons.</li> </ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of pupils with learning difficulties.</li> <li>• Understanding of policies and procedures relevant to the role.</li> <li>• Good knowledge of IT packages.</li> </ul>
<b>BEHAVIOURS</b>	<p><b>Outcomes and delivery</b></p> <ul style="list-style-type: none"> <li>• Deliver the expectations of the ITT contract</li> <li>• Share knowledge of best practice, collate lessons learnt and help shape future delivery models</li> </ul> <p><b>People and partnerships</b></p> <ul style="list-style-type: none"> <li>• Co-operate with partners and colleagues to achieve common goals.</li> </ul>

## Annex C: Company Values and Expectations

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At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.