

## Kent County Council

### Job Description: *Independent Travel Training and Post 16 Transport Co-ordinator*

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**Directorate:** Children, Young People and Education  
**Division / Unit:** Fair Access  
**Grade:** KR10  
**Responsible to:** Transport Eligibility Operations Manager

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

Reporting to the Transport Eligibility Operations Manager the post-holder will be the Lead officer of the Independent Travel Training and Post 16 Team. Supporting a travel training programme for Kent, to provide assessment, practical training and advice to young people, support for parents and carers and a service to the local authority and its schools. Co-ordinating a dispersed team of staff to deliver travel training to a cohort of young people each year, including recruitment, safeguarding, training, supervision and practical support. Developing the reach of ITT, using publicity materials, and monitoring and reporting uptake to the Transport Eligibility Operations Manager.

The role also includes the oversight of the process for assessment of post 16 transport applications, including drafting complaint responses and monitoring financial activities.

#### **Main duties and responsibilities:**

1. Continued development and implementation of a sustainable model of ITT with accountability for meeting efficiency targets.
2. Promote the service to schools, parents groups, and other stakeholder. Provide internal/external communication to deliver key messages to relevant stakeholders. Ensure wider professionals are aware of the scheme and wider LA transport policies and work closely with other departments such as SEN, Finance and Social Care.
3. Co-ordinate trainers to effectively service the client group, ensuring that trainers are fully competent and working in accordance with best practice. Monitor workloads and ensure even distribution of cases where possible.
4. Regular monitoring and reporting on the progress of the service to Line Manager, Head of Service and interested parties.
5. Feed into strategic discussions with relevant departments to increase ITT take up and provide expertise and advice to further develop the program.
6. Oversee the delivery of Post 16 transport provision to sixth form and college across the county through partnership with the Client Transport team, SEN

Department and other key stake holders including schools and parental groups.  
Monitor Financial activity and ensure accuracy is maintained.

**7.** Deputise for the Transport Eligibility Operations Manager (in their absence) and working with other colleagues as necessary, in order to retain continuity of service delivery especially at peak times of delivery.

**8.** Any other duties as required that are commensurate with the post.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Independent Travel Training and Post 16 Transport Coordinator*

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

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

	CRITERIA
<b>QUALIFICATIONS</b>	Educated to degree level or equivalent experience.  Completion or working towards completion of Kent Manager.
<b>EXPERIENCE</b>	Experience of managing complex processes against performance indicators  Experience of working with young people or adults with SEND in either an Education or Social Care Setting  Sound Experience of managing projects
<b>SKILLS AND ABILITIES</b>	Leadership, management, motivation and developing staff.  Excellent communication and negotiating skills  Effective decision making skills  Ability to quickly grasp complex issues  Ability to manage conflicting agendas and timescales  Able to identify and resolve diverse operational issues  Able to successfully manage within a multi-agency environment.  Change management skills
<b>KNOWLEDGE</b>	Working knowledge of legal framework and a wide appreciation of the Authority's approach to procedures, standards and practices.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> Our values enable us to build a culture that is:

	<p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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