

Job Description and Person Specification



Job Description

Job Title	Independent Travel Trainer
Grade	5
Service	All Age Disabilities Service
Reports to	Team Leader Independent Travel Team.
Location	1 Friargate, Coventry, CV1 2FL
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To provide training and support to individuals with disabilities, adults, and young people, who because of their lack of knowledge, skills, and confidence, are unable to plan and undertake a journey independently.

Main Duties & Key Accountabilities

Core Knowledge

Relationship with Trainees

1. On receipt of a referral, to complete a comprehensive assessment to establish if the individual is an independent traveller or if the individual would benefit from Travel Training and make recommendations to the Team Leader.
2. To advise individuals on all of their transport and travel options.
3. Proactively develop person centred and innovative ways of delivering training to ensure outcomes, optimise and promote independence and inclusion.
4. To complete risk assessments for and in partnership with the trainee at all stages of training intervention and to support the growth and development of the trainees' independent skills through positive risk taking.
5. To work on a 1:2:1 basis with trainees adopting a "**learning by doing approach**" to develop their independent travel skills, problem solving skills and coping strategies, their ability to make decisions, and their confidence to engage in new experiences.
6. To research the trainee's route prior to the training commencing, and to develop personalised route plans to maximise the trainees understanding and engagement in the learning activity.
7. To support positive risk taking and create opportunities that facilitate personal growth and empowerment.
8. To provide advice and guidance and support for parents and carers to help address barriers which trainees might face when pursuing objectives.

9. To interpret complex information relating to the trainee which may be presented in either discussion with the referrer or on a referral form to establish trainees' key skills, learning style, preferred communication styles, learning barriers and key motivators and enable any intervention to respond to identified outcomes.
10. Proactively advocate for; and focus on the benefits of independent travel when liaising with parents; carers and allied professionals.
11. Monitor the achievements of the overall travel training package and intervention approaches, identify further development opportunities.
12. To develop and review goals and evaluate learning outcomes, with the trainee and their circle of support.
13. To have responsibility for "signing off" the trainee off as a competent traveller once they have completed their programme of training.
14. To be able to work under pressure to meet conflicting changes in demand for training and to be able to work early in the morning and then at the end of the day when "real-time" travel training is facilitated.
15. In accordance with local recording policy and process, record appropriately including evidence to include written assessments, reports, photographs to evidence learning outcomes and achievements.
16. Managing a caseload, prioritising needs, and completing administrative tasks to include trainee files and records.
17. To work in partnership with the trainee and allied professional to support the achievement of outcomes and to attend multi disciplinary meetings as required.

Relationship with Community

1. To support the Team Leader in making regular contact with agencies that access this service, to ensure they are kept up to date and to offer additional training and support as required.
 2. To support the Team Leader in promoting the benefits of travel training and independent travel.
 3. Liaising with partners in Public Transport Sector to secure their continued support.
 4. To provide sign posting and support to individuals/professionals who require information or advice about independent travel training/independent travel.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
SEN Schools/Colleges Mainstream schools/colleges Partner agencies – Job Shop Other Local Authorities ITT Public Transport Providers	SEN Team Schools/Educations Organisation Adult Social Care Teams including Mental Health Children’s Services Internally Provided Service Providers

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Knowledge of relevant legislation and policy frameworks to include, Children Act 1989, Care Act 2014, Mental Capacity Act 2005, Data Protection Act 2018, safeguarding children and safeguarding adults, Equality Act 2010, SEND Code of Practice 2020, and how they might relate to the role.	
Knowledge and understanding of the Social Model of Disability and its application in a transport/travel environment. Good working knowledge of public and community transport services in the city.	
Skills and Abilities	
Skilled in completing assessments using a range of approaches in partnership with trainees to establish their current skills base and the appropriate intervention. Review all information collated to ensure is evidence-based – ensure “triangulation of information” – seek information from a range of sources where appropriate. Separate “fact” from “opinion” - Understand “professional curiosity”	
Skilled in using Mobile technology and Microsoft Office and associated applications to support, develop and embed training activity.	
Skilled in analysing and measuring risk in partnership with the trainee and relevant parties, completing risk assessments and developing strategies that minimise risk whilst also maximising the development of the trainees’ coping strategies. Ability to review risk assessments based on changing circumstances and implement effective risk management strategies as required.	
The ability to motivate, engage and facilitate learning and to act as a role model.	
Ability to make formal and informal presentations to diverse audiences.	
Skills to represent, market and promote the service.	
Able to effectively plan and organise work to meet deadlines.	
Able to establish and maintain close, effective working relationships with stakeholders and to have tact and diplomacy in all interpersonal relationships with the public and colleagues.	
The ability to motivate, engage and facilitate learning and to act as a role model.	



Experience
Experience of delivering or facilitating either informal or formal training and/or mentoring adults and young people in a “1:2:1 learning by doing” context.
Experience of using and developing a range of “strengths-based” person centred assessment frameworks and tools to enable you to establish the trainee's current skills and identify the appropriate intervention.
Experience of promoting and marketing services across sector bases (Third Sector, Commercial Sector and Statutory Sector)
Qualifications
Teaching Adults Qualification or equivalent experience
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment

Date Created	December 2022	Date Reviewed	
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