

# INDEPENDENT TRAVEL INSTRUCTOR



## Role Profile

<b>Title</b>	Independent Travel Instructor	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	N1024	
<b>Reports to:</b>	Transport Support Manager	
<b>Work style Definition</b>	Mobile worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p>Promote independent access to a range of services for young people with Special Educational Needs. Assess eligibility and, for the students who qualify, develop an instruction programme and resources to meet the individuals' needs while supporting schools/colleges and parents; maintain up-to-date records of progress on all young people undergoing instruction. Contribute to in-service training for school and college staff. The role involves working with children and vulnerable adults.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Assess Students suitability to join the travel training scheme (10%)</li> <li>▪ Develop an individual instruction programme to meet the students' needs working with parents and schools/colleges (10%)</li> <li>▪ Instruct Students, on a one-to-one basis, through the training programme to enable them to become independent travelers (60%)</li> <li>▪ Maintain and continually develop the training programme (5%)</li> <li>▪ Promote the scheme, liaising with parents/schools/colleges (5%)</li> <li>▪ Undertake risk assessments (5%)</li> <li>▪ Produce interim and annual reports on the progress of the scheme (5%)</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Ensure students become independent travelers</li> <li>▪ Ensure scheme is promoted</li> <li>▪ Ensure scheme is continually reviewed to meet students' needs</li> <li>▪ Group sessions are held at schools/colleges to promote the scheme</li> <li>▪ Risk assessments are completed</li> <li>▪ Reports are produced as necessary</li> </ul>

<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Formally assess independent travel needs for identified young people with special educational needs, including final assessments after programmes of instruction, and presentation of final certificate; maintain records of students undergoing instruction. (10%)</li> <li>▪ Instruct students on a one-to-one basis; provide verbal and written guidance; issue resource packs to students; shadow students during journeys to help them gain confidence. (60%)</li> <li>▪ Develop the instruction programme; administer and promote the scheme; maintain good practice; collect scheme data; provide interim and annual reports to the Post-16 Partnership; network with other authorities and charities. (10%)</li> <li>▪ Work closely with parents, schools, colleges, other providers in scheduling of instruction input; advise parents and schools of non-suitability for independence; provide parents with an understanding of the use of relevant mobility skills; lead group sessions at schools and colleges; contribute to in-service training in schools and colleges (5%)</li> <li>▪ Undertake home and school visits, referral selection and action planning (5%)</li> <li>▪ Undertake risk assessments to ensure students safety whilst they are out in the community (5%)</li> <li>▪ Undertake general administration, correspondence, recording and updating databases, providing advice and guidance (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>
<b>Essential qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ 5 GCSEs (Grade A – C/9-4) including Maths and English or equivalent qualification</li> <li>▪ NVQ level 3 or equivalent in a relevant field or working towards (eg SEND, Health and Social Care, Childcare, Adult Social Care, Travel Training)</li> <li>▪ Detailed procedural knowledge of policies covering the specialist service area: Home to School Travel and Transport, statutory guidance including post-16 guidance, working with young people with Special Educational Needs.</li> </ul>
<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Health and Safety</li> <li>▪ Knowledge of special educational needs and children services departmental procedures</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with young people with special needs</li> <li>▪ Experience in using Microsoft Office software including Word, Outlook and Excel</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of using Capita ONE (or similar) databases</li> <li>▪ Experience of working in a school or college based setting</li> <li>▪ Experience of managing a package of work</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ The post holder will have various problems to contend with during the working day including devising appropriate training programmes for</li> </ul>

	<p>students, communications with a range of people and undertaking risk assessments. Creative skills, in order to develop fresh approaches to learning and instruction, whether on an individual basis or when working collaboratively.</p> <ul style="list-style-type: none"> <li>▪ The post holder will be required to maintain good relationships with young people, their parents and school/college based staff. Developed oral and written communication skills are required, especially when providing verbal and written instruction to students, parents and school staff, and when producing accurate and concise reports.</li> <li>▪ Keyboard and ICT skills in order to produce reports and other documentation</li> <li>▪ The post holder will spend the majority of their time out of the office, and as much as half of their time outdoors, for example when assessing students. They will therefore be exposed to unpleasant weather conditions and, from time to time, anti-social behaviour.</li> </ul>
<p><b>Corporate standards</b></p> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	