



Candidate Information Pack

**Somerset
Council**

Independent Travel Trainer

Inclusion: SEND

Job Reference: SCC04837/AB

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If you are interested in finding out more before applying, please get in touch with Debbie Reed, Commissioning Officer for School Transport, via Debbie.Reed@somerset.gov.uk

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on recruitment@somerset.gov.uk.

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.

What You Will Be Good At

Work Experience Knowledge & Skills

Essential

Experience of working with pupils in an educational setting

Experience of working with staff from a range of professional backgrounds

Communication skills – good written and oral skills with an ability to communicate with ease at all levels in an appropriate, concise and accurate manner.

Administrative skills – Must be numerate and have the ability to record facts and figures accurately.

Good ICT skills – proficient in the use of ICT.

Good Organisational Skills – Ability to organise the work efficiently.

Good Planning Skills – ability to plan your day, week as necessary.

Good Time Management – ability to read bus timetables, plan journeys.

Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)

Desirable

Experience of developing resources to support children and/or families

Experience in development and delivery of staff development and training programmes

Experience of researching and collating travel information

Experience of working with different groups successfully

Experience of making home visits

Knowledge of Equal Opportunity policies and practices applicable to provision for ethnic minorities.

Ability to demonstrate examples of appropriate strategies and good practice in resolving problems encountered by children who are at risk of underachieving

Knowledge of the impact of poor school attendance and engagement

Experience in Early Help and safeguarding frameworks

Qualifications

Essential

A good standard of general education, evidenced by 3 or more GCSEs (including Mathematics and English) at Grade C or above or equivalent

Evidence of continued professional development to update skills and knowledge related to children's learning

Desirable

Further relevant qualifications

Personal Attributes

Essential

Ability to work collaboratively to support positive outcomes for children, young people and their families

Ability to work effectively and flexibly in a demanding environment

Ability to work and travel alone as well as part of a team

Ability to communicate clearly and confidently with people at all levels

Ability to build relationships with pupils, schools and families

Ability to manage time effectively and meet deadlines by prioritising.

Commitment to inclusive policies and practices.

Solution focused approach to resolving problems

Good organisation.

Drive to deliver excellent customer service

Open manner that inspires trust.

Self-motivated and flexible in approach to work

Willingness and ability to challenge attitudes which disadvantage others.

Ability to travel freely throughout the County on a daily basis, expenses paid 4 weeks in arrears

Willing and able to travel across the county including to rural areas not covered by public transport.

Desirable

Ability to solve problems

All disabled applicants meeting the essential criteria will be interviewed.



What You Will Deliver

Key tasks and responsibilities

Main Responsibilities & Duties:

1. Training Programme Development

Develop a tailored travel access teaching programme for individuals. Undertake preparatory one-to-one or group teaching in a college, school or resource centre setting and covering the requirements for public service travel to include handling money, time, problem solving, stranger danger, location identification, appropriate behaviour, road safety training, independent travel training to include catching a bus and to deal with issues surrounding personal care and anxieties.

2. Training

Accompany the student or group on their bus journey, including to and from the bus stop, enabling safe travel to the bus stop, boarding, fare payment and training on appropriate behaviour on the vehicle.

3. Identification of students for Independent Travel Training

Work with the Inclusion Team, Transport Team, Further Education Colleges, Schools, Resource Units and Social Care to identify students who might benefit from travel independence and mobility skills training. Act as a point of contact and liaison with relatives and carers in order to facilitate increased travel independence. Receive and forward information to appropriate colleagues

4. Assessment of Students

Monitor the progress of the student who graduate to independent travel arrangements by "shadowing" to ensure individual security including risk assessment and route changes when necessary.

5. Administration of Training

Maintain records for each student, to include initial assessment, progress and final outcome. Design documents and prepare reports and presentations to support the Project. Present at Conferences and act as an advisory service for other local authorities and road safety projects.

6. Consultancy/Advice/Promotion & Presentations

Act in an advisory capacity to other authorities/organisations and when required deliver training in independent travel. Attend public events to promote Independent Travel Training and give presentations to different organisations about this work.

7. Reviews

Attend annual reviews of SEN students at schools and colleges to advise on student progress, set aims and objectives to achieve independent travel to and from educational establishments.

8. General Administration

Undertake additional administrative/clerical duties as required by the Commissioning Officer - Inclusion in order to support the demands of this Inclusion Project and transport service as a whole.

9. Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Contacts & Relationships:

- Regular contact with senior staff in further education colleges, Head Teachers in schools, SENCO's and Social Workers within the Social Care establishments, Care Managers and the Road Safety Unit in order to establish a secure training and monitoring programme for individuals.
- To be responsible for developing relationships with other authorities and to liaise with the Commissioning Officer - Inclusion and transport staff to give information and advice when required.
- Regular contact with students and liaison with their parents/carers to inform and advise, identify needs, carry out assessments, initiate action and provide first line advice. Contact is by means of email and mobile telephone.

Resources

- Provide detailed advice/information to members of Inclusion and Transporting Somerset as well as other officers within SCC on Independent Travel Training issues.
- The Team provides Individual Travel Training to young people and clients enabling people to gain greater independence and social inclusion.

Further information specific to this job:

The successful candidate has a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with.

Somerset Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

This job requires a criminal background check (DBS) via the disclosure procedure.

What We Will Offer You in Return

Salary and grade:	<p>Grade 13, between £23,893 to £25,979 per annum</p> <p>Appointments are normally made at the bottom of the salary scale.</p>
Contract type:	<p>Permanent</p>
Location:	<p>Countywide - Workbases will be assigned with consideration of your home address.</p>
Hours of work:	<p>37 hours per week. These will be in agreement with the line manager.</p>
Annual leave:	<p>For this grade: 25 days or, with more than 5 years continuous service 28 days.</p> <p>This is inclusive of two statutory days. In addition, there are 8 bank holiday days.</p> <p>Please note, the amount stated will be pro-rata for part-time and fixed term contract posts.</p> <p>The annual leave year starts on 1st April.</p>
Probationary period:	<p>The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.</p>
Notice period:	<p>Following completion of the probationary period, this post will be subject to a notice period of one calendar months on either side.</p>



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