

Job specification



Job title: Travel Trainer

Service: Metrofresh, ITU and Road Safety

Grade: G5

Reporting to: Transport Procurement Manager

Your job

You will deliver individual travel training that builds the confidence and self-reliance of young people who may have a range of special educational and/or mobility needs.

You will work flexibly as part of a team and individually to plan, prepare and deliver individual travel training within the framework of the aims and policies of the Council.

You will also ensure the delivery of an excellent, high quality service to all service users and their families/carers.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Through working with students, either on a 1:1 basis, small group or team ensure the effective day to day delivery of travel training
- Contribute to the planning, management, monitoring and evaluation of student development
- Develop and maintain good working relationships with parents/carers, schools and professional bodies to provide a unified approach to the development of student's skills
- Undertake home visits, risk assessments, route planning to support students in travel to and from school/home/work experience placements
- Monitor student response to skill activities and accurately record and report on achievement and progress
- Contribute to the planning, management, monitoring and evaluation of student development by working flexibly and in such a way that all students develop skills effectively
- Establish good working relationships with the students, taking on role model by presenting a positive personal image and responding appropriately to individual needs
- Be aware of and comply with Child Protection procedures, health and safety and security procedures, confidentiality and data protection, reporting any concerns to the relevant member of staff

In this job you will need

You must be able to demonstrate the following essential requirements:

- Minimum of 5 GCSE's (or equivalent) at Grade C or above including Mathematics and English Language and a minimum of 1 A level or equivalent
- Evidence of wider continued professional training including risk assessments
- Knowledge and understanding of relevant national, regional and local road safety legislation, regulations, codes of practice, policies, practices and techniques
- Knowledge and understanding of road safety and safeguarding procedures
- Knowledge and understanding of independent travel training techniques and procedures and home to school transport policy
- Experience working with children and young people and knowledge and understanding of social, emotional, intellectual and physical development of young people
- Excellent communication, influencing and negotiation skills
- Have impeccable standards around quality, service and presentation and a passion for the service industry
- The ability to write coherently to enable specific report writing and travel training progress logs

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can

- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough