

ROCHDALE BOROUGH COUNCIL

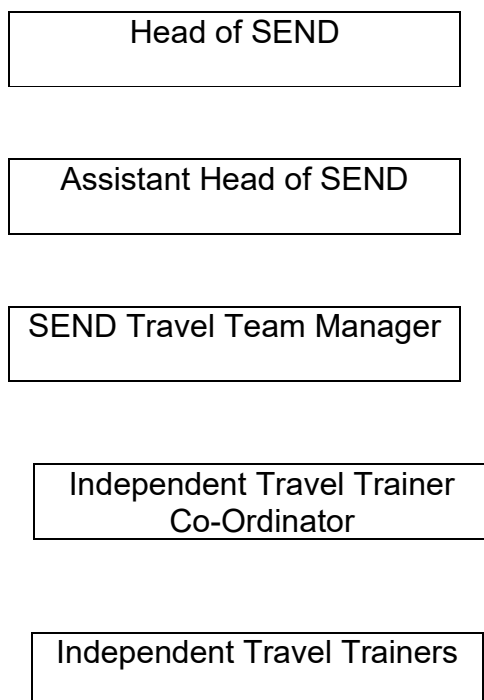
JOB DESCRIPTION

SERVICE	:	Early Help & Schools (SEN)
SECTION	:	Children's Services
LOCATION	:	Green Lane, Heywood
JOB TITLE	:	Independent Travel Trainer
POST NUMBER	:	
Grade	:	Grade 1
Accountable to	:	Independent Travel Trainer Coordinator and SEND Travel Team Manager
Accountable for	:	None
Hours of Duty	:	30 hours per week during School/College term time (39 weeks a year) 14hrs a week during School/College Holidays (13 weeks a year) 0700-1000 in the morning 1400-1700 in the afternoon However, due to the differing start times at colleges and some schools the applicant must be willing to have a flexible approach depending on the Trainees timetable. Hours per week in accordance with the provision of the Authority's Scheme of Flexible working and operational requirements of the Team.
Any Special Conditions of Service		The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased, or operated and occupied by R B C.

This post is subject to an enhanced DBS check.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for delivering Rochdale Borough Councils Independent Travel Training programme.

Control of Resources

None

Personnel

None

Financial

None

Equipment/Materials

To ensure the efficient and effective use of equipment and materials used by the post holder and his/her team.

Health/Safety/Welfare

The post holder will be required to work in accordance with the Health and Safety Policies of the Council and be responsible for the Health, Safety and Welfare of self and colleagues.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal	Executive Directors
	Service Director
	SMT and other managers
	Elected members.
External	Trade union representatives
	Chief Executives and Senior Officers of Partner Agencies
	Representatives of voluntary and community groups
	Members of the public
	Media representatives
	Hire Companies
	Insurance Companies
	Service users and their families.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.
- (iv) Develop and work within a performance management framework.

Values and Behaviours

Always approach the job using the values set out below.

- Proud
- Passionate
- Pioneering and Open

Be aware of and always apply these behaviours.

Principal Duties

- To liaise with the ITT Coordinator to deliver Independent Travel Training throughout the Rochdale Borough Council area.
- Complete both Individual Assessments of Need and Route Assessments and all associated paperwork after training and guidance. To be completed at the individuals home address.
- To deliver the individual personal training programme for each student. This may include developing accessible resources for working with each student based on their individual needs e.g. use of photographs, worksheets.
- Responsibility to complete accurate records for each young person during training.
- To regularly update the parent/carers on the progress of each individual.
- To support parents and Carers.
- To promote the programme with parents, professionals, and young people.
- To assist the coordinator with workshops for schools/colleges, local authority organisations and groups of young people on various aspects of travel training e.g. keeping safe in the community.
- Where practicable to be available to attend various forums/meetings to promote the Travel Training Project and increase referrals.
- To attend training sessions as required by the Local Authority.
- To work in Partnership with Local Authorities and identified educational establishments.
- Complete Capability documentation and monitor the young person for three (3) months.
- To provide technical assistance, information and guidance on any issues relating to the provision of the service.

Secondary Duties

- Support the training, mentoring and development of new team members.
- To work collaboratively with members of the operational service.
- To undertake such other duties and responsibilities as may reasonably be determined by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Post holder _____ Date _____

Supervisor _____ Date _____

Chief Officer _____ Date _____

**Rochdale Borough Council
Person Specification**

Service:	Early Help & Schools (SEN)	Post:	Independent Travel Trainer
Section:	Children's Services/Support Services	Grade:	1

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills, or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria*, you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview An Assessment
(b) Special Working Conditions		
1 The Authority operates a Smoke Free policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased, or operated and occupied by RBC.	E	AF/I
2 Attendance at evening meetings and other out of hours working as required	E	AF/I
3 Please confirm that you available to meet the working hours and be flexible to meet the needs of the young people we train based on their timetable as required.	E	AF/I
4 Please confirm that you are willing to be subject to DBS check	E	AF/I
5 Please confirm you are prepared to undertake the amount of travelling in the execution of your duties.	E	AF/I
(c) Qualifications and Experience		
6 Please detail your experience of working within a SEN environment.	D	AF/I
7 Please detail your ability to work alone and as a member of a team.	D	AF/I
(d) Skills and Knowledge		
8 Please detail your ability to use IT and communication equipment...	E	AF/I
9 Please explain your ability to deliver training and briefing sessions.	D	AF/I
10 Please explain your knowledge and promotion of	E	AF/I

	safeguarding in accordance with legal requirements.		
11	Please explain your ability to resolve competing work priorities for self and others.	E	AF/I
12	Please detail your ability to work under pressure.	E	AF/I
13	Please explain your effective communication skills, written and verbal.	E	AF/I
14	Please explain your understanding of and commitment to the principles of equal opportunities.	E	AF/I
(e) Behaviours and Values			
15	Always approach the job using the values set out below. • Proud • Passionate • Pioneering and Open Be aware of and always apply these behaviours. Please confirm you are willing to adhere to these values and behaviours.	E	AF/I