

## Role Description

<b>Role Title: Travel Training Co-ordinator</b>	<b>Pay Grade: £26,885 - £29,379</b>
<b>Normal Place of Work: Ashley Down Centre with travel to all College Centres</b>	<b>Line Manager: Head of Additional Learning Support</b>
<b>Normal Working Hours: 37hrs</b>	<b>Responsible For: Travel Trainers</b>

### ROLE PURPOSE

- To ensure a high-level travel training programme is delivered to meet the needs of young people with learning difficulties and autism, in line with stated EHCP outcomes.
- To support students to achieve their aspirations and increase their independence.
- To provide leadership, coordination and to oversee the day to day running of the college's travel training programme.
- To carry out ongoing assessment and monitoring to report on the impact of the travel training programme.
- To work closely and collaboratively with other ALS colleagues, teachers and relevant college staff

### PRINCIPAL ACCOUNTABILITIES

1. To ensure a high-level travel training programme for students is delivered alongside their study programme as part of their preparing for adulthood outcomes
2. To facilitate travel training awareness and planning sessions with groups of young people with learning difficulties and disabilities prior to them starting their travel training.
3. Meet with students and family/carers/college staff as appropriate, to complete suitability assessments prior to practical training.
4. Train and coordinate a team of travel trainers to facilitate/support students to achieve independent bus travel.
5. You will provide line management and supervision to your team through coaching, supervision, appraisal and performance management.
6. You will develop any course materials and have input to update the travel training policy.
7. You will support new travel trainers as part of their induction and ongoing support to carry out training/assessment to ensure that referred students are successful. Aspects of support will include road safety, road awareness, personal safety and communication
8. Provide support/guidance to the team and conduct both supervision and other regular information sharing meetings
9. Assign students to travel trainers, pairing them in terms of relevant characteristics such as age group, gender, etc.
10. Complete risk assessments with students and travel trainers and review them periodically
11. Work effectively with the College Safeguarding team
12. Link with Avon & Somerset Police as partners in the Safe Places Scheme, as necessary
13. Promote the service, delivering presentations, workshops and linking with other partner organisations, as necessary/requested
14. Ensure team members keep relevant training and DBSs up to date
15. Complete other administrative tasks relevant and necessary to the role
16. The post holder will be required to have a flexible attitude to working hours due to the profile and demands of the role.
17. Monitor and evaluate the service

### Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

ALS Admin Staff – Travel training route planner	To work closely with the ALS team to ensure all processes are followed and any additional duties are completed in a timely manner.
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Head of Additional Learning Support Learning Support Team Leaders	To liaise closely with key staff to ensure the smooth running of processes, and relevant student information is being collated and recorded appropriately.
Curriculum teams (as necessary)	Share travel training information with Team Leaders and Curriculum teams.
Local Authorities/external professionals	To work closely and effectively with feeder schools. Clear liaison with Local Authorities home/school travel team as necessary.
• Safeguarding team	To work closely and effectively with the Colleges safeguarding team. Highlight and be responsive to concerns, in particular those that are deemed 'out of hours'.

### Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

### Values

To role model the College values of: inclusivity, honesty, respect and ambition

### Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Degree or <b>relevant professional experience</b>	✓		AF/Cert
A recognised educational / management qualification or other professional qualification relevant to the role.		✓	AF/Cert
A specialist qualification in some aspect of Additional Support or related field.		✓	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience of providing line management and supervision to staff through coaching, supervision, appraisal and performance management.	✓		AF/IV
A understanding of the SEN Code of Practice, Preparing for Adulthood themes and how outcomes in Education, Health and Care plans need to be met through target setting and progress monitoring.	✓		

An understanding of how independent travel can transform the lives of young people with learning difficulties and disabilities.	✓		AF/IV
A thorough understanding of the role of record keeping and tracking in data collection and audit compliance.	✓		AF/IV
Experience of innovation in the delivery of additional support services that met individual need.	✓		AF/IV
Experience of working within budget constraints to maximise efficiency.	✓		AF/IV
A detailed understanding of barriers to effective student participation, and how to tackle such barriers, with specific understanding of the role of coaching in motivating and challenging learners		✓	AF/IV
<b>SKILLS AND ABILITIES</b>			
Ability to show initiative and to take responsibility for getting things done.	✓		AF/IV
Excellent interpersonal and communication skills.	✓		AF/IV
Ability to develop positive, collaborative working relationship with partners, and stakeholders	✓		AF/IV
Have the skills to build effective relationships with young people and colleagues.	✓		AF/IV
Commitment to self-development and the development of others	✓		AF/IV
You will be prepared to adventure with people, encouraging and assisting them to overcome barriers and try new things in a safe and supportive environment.	✓		AF/IV
The successful candidate will promote and engender a safe environment for young people and vulnerable adults.	✓		AF/IV

**\*Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

**Date**

**19/06/2024**