

# JOB DESCRIPTION

**Job Title:** Travel Trainer

**Report To:** Laurence Orrell (Travel Training Coordinator)

**Salary:**  £12.50 per hour

**Location:** Hornsey, London N8 9DJ, but travel across various locations in London required

**DBS:** This post is subject to a criminal record check under the

arrangements established by the Disclosure & Barring Service

##### **Context Of Job**

my AFK is a national charity helping young disabled people develop their

independence and find employment. Our vision is a world where all people living

with a disability get to lead the life they choose. As part of this we provide bespoke

employment skills training and organise work placements across North London. At a

national level, we provide mobility equipment not available on the NHS for disabled

children and young people up to the age of 25.

###### Overall Job Purpose

To train and support a young person to travel a specified journey safely and independently using public transport, to record your observations and give feedback to the travel training coordinator.

##### **Working Conditions**

* *Casual working assignment with no minimum hours guaranteed*
* *Each assignment must be mutually agreed by both parties*
* *Post Holder will be expected to work mornings and evenings as required by the Job and we will also consider job sharing for this role.*

**Principal Job Responsibilities**

## To support a young person as they travel door-to-door from home to school and back on public transport.

## Follow a journey plan, with times and routes specified and agreed with the young person and the travel training coordinator.

## Use electronic forms to record observations made, and to email observations to the travel training coordinator.

## Encourage confidence by allowing the young person to learn independently and only to guide, support or intervene when necessary, e.g. the young person is in danger, unable to understand information, or make a decision.

## To approach travel training in a positive manner, and to reinforce achievements that the young person is making, to reflect on the difficulties encountered and discuss strategies or solutions with the young person and the travel training coordinator.

## To contact the travel trainer immediately if there are any emergencies or unexpected situations.

## Agree an alternative route in case of issues with public transport with the young person and the travel training coordinator, and to ensure that the young person is trained to use the alternative route safely and independently.

## Ensure that the young person learns and/or knows how to contact parents or carers in case of an emergency

## Any issues or concerns must be raised with the travel training coordinator or Business Development Manager.

**Additional Responsibilities**

* Learn the support needs of the young person prior to training
* Become familiar with the route
* Become familiar with and then follow my AFK’s safeguarding policies and procedures

**Person Specification - Travel Trainer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** |  | Essential | Desirable |
| Experience & Knowledge | Be aware of the issues experienced by young people with autism, and strategies to help support them | **√** |  |
| Experience of using all forms of public transport |  | **√** |
| Current certificate in First Aid or willing to train | **√** |  |
|  |
| Skills & Abilities | Able to motivate the young person to learn and progress | **√** |  |
| Experienced in using travel apps, MS Word/Excel and email |  | **√** |
| Personal Characteristics | Flexible and responsive to change | **√** |  |
| Enthusiasm and willingness to learn new skills | **√** |  |
| Excellent communication skills | **√** |  |
| Reliable and punctual | **√** |  |
| Health & Safety | Awareness of responsibilities relating to Health and Safety | **√** |  |
| Equality, Diversity & Inclusion | Commitment to equal opportunities and anti-discriminatory practice | **√** |  |
| Safeguarding | Knowledge and understanding of safeguarding and what it means when working with disabled people | **√** |  |
| Person centred | Awareness of the principles and practice of Person-Centred Support |  | **√** |
| AFK’s aims and objectives | Understanding of and commitment to the Mission and Vision of my AFK | **√** |  |