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# TRAVEL TRAINER

# JOB DESCRIPTION

**Job Title:** Travel Trainer

**Report To:** Laurence Orrell, travel training coordinator

**Salary:**  £12.50 per hour

**Location:** Travel across various locations in London as required

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

arrangements established by the Disclosure & Barring Service

##### **Context of Job**

AFK is a national charity helping young disabled people develop their independence and find employment. As part of this we provide bespoke travel training on London’s public transport network to and from school, college and work placements.

###### Overall Job Purpose

To train and support a young person to travel a specified journey safely and independently using public transport. Record your observations and give feedback to the travel training coordinator, the young person and their family. To take part in reviews of training as it progresses.

##### **Working Conditions**

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

**Responsibilities**

## Support a young person door-to-door as they travel on public transport.

## Familiarize yourself with the following documents –

## Journey Plan – describes the route you and the trainee will follow, and the alternative route(s) if the need arises.

## Risk Assessment – outlines the support needs of the trainee, and risks and strategies to mitigate them.

## Record your observations using standardised forms and relay your observations to the travel training coordinator on a weekly basis.

## Allow the young person to learn independently and only guide, support or intervene when necessary (this will be included in your induction)

## Approach travel training in a positive manner by reinforcing achievements and viewing obstacles as opportunities learn. Discuss strategies and agree solutions with the young person, their family and the travel training coordinator.

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

## 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 the 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 AFK’s safeguarding policies and procedures

**Person Specification - Travel Trainer**

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| --- | --- | --- | --- |
| **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 AFK | **√** |  |