

# AFK

working with disability  
creating opportunities



## Job Description

- Job Title:** Travel Trainer
- Report to:** Laurence Orrell, Travel Training Coordinator
- Salary:** £14.80 per hour
- Location:** North London
- DBS:** This post is subject to a criminal record check under the arrangements established by the Disclosure & Barring Service.

# Job Description

## Travel Trainer

### Working Conditions

- Casual working assignment with no minimum hours guaranteed
- Each assignment must be mutually agreed by both parties
- You will be expected to accompany a young person to school/college for pick up and/or drop off as required by the job and we will also consider job sharing for this role.

### 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 and participate in signing off trainees once training is complete.

# Job Description

## Travel Trainer

### Responsibilities

- Support and observe a young person as they travel on public transport.
- Familiarise 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 – describes the support needs of the trainee, risks specific to the trainee and strategies agreed to manage them. It also identifies locations along the main and alternative routes where there are risks and the mitigations put in place and/or strategies to manage them.
- Record your observations using standardised forms and relay your observations to the coordinator.
- Allow the young person to learn independently and only intervene when necessary (interventions will be included in your induction)
- Approach travel training in a positive manner by using positive language, reinforcing achievements and viewing obstacles as opportunities to learn.
- If an issue arises agree strategies/solutions with the young person, their family and the travel training coordinator.
- In an emergency contact the travel training coordinator immediately.
- Any issues or concerns must be raised with the travel training coordinator or the business development manager.

### Additional Responsibilities

- Become familiar with the support needs of the trainee prior to training
- Become familiar with the route before beginning travel training with the trainee
- Become familiar with the following apps - Citymapper, Bus Times and the 'Share Location' feature in Whatsapp
- Become familiar with and then follow AFK's safeguarding and data protection policies and procedures



## Person Specification Travel Trainer

	Criteria	Essential	Desirable
<b>Experience &amp; Knowledge</b>	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	✓	
<b>Skills &amp; Abilities</b>	Able to motivate the young person to learn and progress	✓	
	Experienced in using travel apps, MS Word/Excel and email		✓
<b>Personal Characteristics</b>	Flexible and responsive to change	✓	
	Enthusiasm and willingness to learn new skills	✓	
	Excellent communication skills	✓	
	Reliable and punctual	✓	
<b>Health &amp; Safety</b>	Awareness of responsibilities relating to Health and Safety	✓	
<b>Diversity &amp; Inclusion</b>	Commitment to equal opportunities and anti-discriminatory practice	✓	
<b>Safeguarding</b>	Knowledge and understanding of safeguarding when working with disabled people	✓	
<b>Person centred</b>	Awareness of the principles and practice of Person-Centred Support		✓
<b>AFK's aims &amp; objectives</b>	Understanding of and commitment to the Mission and Vision of AFK	✓	