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| **Independent Travel Trainer** **SALARY GRADE: HBC 4** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| To provide training and support to children and young people with learning difficulties and additional needs who, because of their lack of knowledge, skills and confidence, are unable to plan and undertake a journey by public transport independently. Full training will be provided.Other functions of the role:* To deliver travel training to young people as identified by Independent Travel Training Co-ordinator.
* To work in partnership with schools and other agencies to devise, implement and deliver high quality independent travel programmes for identified young people.
* To have an understanding of the safeguarding vulnerable children procedures and to act appropriately should areas of concern arise.
* To be responsible for assessing a young person’s road safety skills and to develop appropriate travel training programmes to meet the person’s needs.
* To be responsible for the safety and wellbeing of young people taking part in travel training programmes.
* To be responsible for carrying out risk assessments at the appropriate milestones of a young persons travel training programme and on the identified routes to be travelled.
* To prepare reports and complete all necessary paperwork for each young person taking part in the travel training scheme.
* To provide regular updates to the Travel Training Co-ordinator regarding the progress of each trainee and identifying any issues encountered by the young person.
* To assist in the development, monitoring and updating of administrative procedures, including health and safety and assessment policies.
* To assist in developing and updating travel training resources.
* To attend meetings on behalf of the Travel Training Co-ordinator as required.
* To be proactively involved with personal development and attend training courses as appropriate.
* Participate in the team working approach of the allocation of administrative duties within the Transport Co-ordination department.
* Work within recognised safe systems and ensure that health & safety requirements are met at all times.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About You |
| * Good standard of education with GCSE A-C in English and Maths or equivalent
* Experience of working with young people who have learning difficulties and additional needs
* Effective communication skills both written and oral
* Good time management and organisational skills
* Ability to keep accurate and up to date records and reports
* Excellent interpersonal skills to engage effectively with a wide range of people
* Have a caring and non-judgemental attitude
* Ability to work under minimum supervision on own initiative
* Ability to travel around the borough
* Ability to outside normal office hours on a regular basis i.e. early mornings and late afternoons
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