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| The St. Bart’s Academy Trust  Job Description |  |

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| Job Title: | Travel Trainer |
| Grade: | Level 3 |

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| **Job Purpose** |
| **Job Purpose:**  To promote and support pupils and students with all aspects of Independent Travel, Personal Safety and Self Preservation Skills.  **Key Responsibilities:**  • Organise and plan travel timetables and journeys for individual pupils and small groups of pupils.  • Support pupils towards acquiring the skills required for independent travel.  • Complete Risk Assessments using the Evolve Risk Assessment programme  • Keep accurate records  • Complete and update travel logs.  • Provide an annual report of achievement for pupils  **Person Specification:**  • A good standard of education including GCSE Maths and English Level C or above  • Excellent communication skills both written and verbal  • The ability to establish good relationships with pupils and parents/carers  • The ability to deal with difficult and sensitive situations showing empathy and understanding  • The ability to form good relationships with both pupils and parents/carers.  • The ability to reassure and encourage confidence in both pupils and parents/carers  • Approachable disposition  • Enthusiastic with a good sense of humour, listening skills and lots of patience.  • The ability to work on own initiative |

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| The St. Bart’s Academy Trust  Person Specification |  |

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| **Person Specification** |
| **Minimum Essential Requirements -** Evidenced by: **a:** application form **b:** test **c:** interview   |  |  |  |  | | --- | --- | --- | --- | |  | **a** | **b** | **c** | | Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards. | ✓ |  |  | | Knowledge and compliance with policies and procedures relevant to child protection and health and safety. | ✓ |  | ✓ | | An ability to fulfil all spoken aspects of the role with confidence through the medium of English | ✓ |  | ✓ | |