

# Job description

Job title:	Travel Advisor (SEN)
Grade:	Dorset Grade 7 (Level 1 post) Dorset Grade 8 (Level 2 post) Dorset Grade 9 (Level 3 post)
Job evaluation reference:	EY503abc
Job family:	Education and Youth

## Purpose and impact

1. This team's responsibility is to assess all new transport and recommend appropriate transport solutions.
2. To support developments in the commissioning and provision of SEN Transport for children and young people with complex SEN.
3. To provide advice on travel options to individual children and young people, and their families, and to advise and train commissioners and providers on best practice in terms of travel options.
4. Under the leadership of the SEN Travel Manager, support a range of development activities intended to inform improvements in operational aspects of home to school transport for children and young people with an Education and Health Care Plan (EHCP), their experience of travel to school and contribute to the development and implementation of a coordinated plan for broadening approaches to independent travel training across the county.
5. The postholder will work with children and young people, parents and carers, the SEN Team, colleagues within Dorset Travel, schools, colleges and other services, within the parameters of statutory requirements and supporting the aims and actions within the corporate transport action plan.

## Key responsibilities

### Level 1 and 2 post holders:

6. To provide travel support and advice to children and young people with EHCP and their families in order to ensure that they access the most appropriate travel options.
7. To contribute to the development of approaches within the SEN Transport Plan.
8. Liaise with Dorset Travel, schools and transport providers to research past and current work on independent travel training and similar projects.
9. Liaise with the SEN Team, schools as appropriate and educational psychologists to identify individual young people with SEN who would benefit from individual travel training, against individual plans and targets.
10. To contribute to the setting up, progressing, evaluating and reporting for specific SEN transport projects where travel advice will be a key element.
11. To provide data on transport patterns in relation to specific transport projects.
12. Responsibility for promoting and safeguarding the welfare of children and young people.
13. To carry out risk assessments where deemed necessary.
14. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems.

### In addition to the above, Level 2 post holders will:

15. Be able to work unsupported at all levels of work listed in key responsibilities.
16. Take day to day decisions of a more complex nature.
17. Deal with lower-level conflict resolution.



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## **In addition to the above, a Level 3 postholder will:**

18. Oversee the gathering of relevant information from colleagues in SEND and Social Care to ensure a young person's needs are adequately met.
19. Oversee the day-to-day operational aspects of the team.
20. Update and review processes of the team.
21. Manage day-to-day issues on transport, including conflict resolution between parents and operations.
22. Take the escalated cases from Level 1 and 2 post holders.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## **Supervision and management**

23. Reporting to: SEN Travel Manager
24. Responsibility for:

**Level 1 and 2 post holders:** No supervisory or management responsibility

**Level 3 post holders:** Supervisory responsibility for Level 1 and 2 post holders

25. Progression from Level 1 post (Grade 7) to Level 2 post (Grade 8) is dependent upon the post holder demonstrating the relevant experience and be working with a considerable degree of independence.
26. Progression to a Grade 9 post is subject to a vacant post becoming available.

## **Other factors**

27. Responsibility for any equipment e.g. laptop.
28. Work will be based at County Hall, Dorchester, and will mainly involve visits to schools and other external settings.
29. The post will have contact with a range of people from senior managers to administrative support staff within the council, Head teachers and SENCos in schools, parents/carers, young people and staff in a range of other services and agencies.
30. This position has a travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.
31. The posts require a basic DBS check.

## **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Level 3 or 4 qualification in Health and Social Care or equivalent relevant experience
2. Evidence of on-going training, relevant to the fields of local authority transport and SEN including safeguarding
<b>Experience</b>
3. Experience of working with children/young people with SEN and their families
4. Experience of involvement in developmental activity
5. Experience of working in SEN Schools or settings
6. Working with a range of professional groups within the fields of SEN or school organisation/admissions or local authority transport
7. Providing information, reports and presentations to a variety of audiences
8. Experience of involvement in developmental activity
9. <b>Level 3 post holder:</b> Experience of supervision or management of people
<b>Skills, abilities &amp; knowledge</b>
10. An understanding of the diverse range of special educational needs and impact on the provision of home to school transport
11. Knowledge of practice and individual commissioning in home to school transport (including SEN)
12. Knowledge of the range of educational settings for children from 2-19 years
13. Understanding of person-centred approaches to working with children and young people with SEN
14. Knowledge of the legislation in relation to the provision of home to school transport, including SEN transport
15. A commitment to building independence and autonomy for children and young people with special education needs
16. Ability to motivate and support those involved in development activities
17. Ability to translate legal or legislative requirements into practice
18. The ability to develop effective working relationships with school staff and children, young people and their families
19. Ability to coordinate work activity
20. Ability to communicate effectively, both orally and in writing
21. Ability to work collaboratively and flexibly
22. Good ICT skills, particularly word, spreadsheets and databases
<b>Behaviours</b>
23. <u>Respect</u>
24. <u>Responsibility</u>
25. <u>Recognition</u>
26. <u>One Team: Collaboration</u>



<b>Other</b>
27. Able to fulfil the travel requirements of the position
28. A Basic DBS check is required

## **Desirable**

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
29. Professional qualification related to SEN
30. Professional qualification related to local authority transport
31. Professional qualification related to project management
<b>Experience</b>
32. Significant experience within either a local authority SEN team, a school organisation/admissions team or a local authority transport team
33. Working with a range of educational settings
34. Involvement in monitoring or managing budgets
<b>Skills, abilities &amp; knowledge</b>
35. Knowledge of the legislative framework relating to SEN and disability
36. Knowledge of monitoring and evaluation processes
37. Knowledge of funding issues and budget constraints

<b>Approval</b>			
Manager	Service Manager for Fleet Operations	Date	May 2023

