

Independent Travel Training Pilot- KeyRing Living Support Networks

Independent Travel Trainer Job Description

Position: Independent Travel Trainer

Location: London Borough of Southwark (on-site with some remote administrative work)

Employment type: part-time (12.5 hours per week), temporary contract (April-August 2026)

Pay scale: London Living Wage (£14.80 per hour)

Reports to: Rhiannon Copeland (Southwark Disability Hub Manager, KeyRing Living Support Networks)

Key purpose of the job

To provide comprehensive support and training to pupils with special education needs who are ready to start travel training, to enable them to travel to and from school independently.

Key responsibilities

1. To assist pupils to and from their homes to school, either walking or via public transport.
2. Ensure that all pupils are taken through a set programme, where they will be required to meet a certain level to progress to the next one, recognising that some pupils will take more time to progress than others.
3. Provide a liaison between parent/carers of the pupils taking part in independent travel training (ITT) meeting with them before the programme commences at an introductory workshop to explain the process, keeping them updated as things progress and providing a final review back to parent/carers in order for them to sign off.
4. Reporting back on a regular basis to the Travel Trainer Coordinator (Keir May, KeyRing Living Support Networks) and the pupil/young person's school. Immediately raising any concerns regarding any aspect of the ITT to the school and the Southwark Disability

Hub Manager and submitting regular written reports on the progress of pupils undertaking ITT training under their care.

5. To attend training courses in order to keep skills up to date, including a two day in-person ITT training course (Open Awards Level 2 award in Skills for Teaching ITT course) and KeyRing mandatory training.

6. To manage and report any incidents or pupil protection issues on the route immediately to the Safeguarding Lead in line with KeyRing's safeguarding procedures, especially any health & safety related issues.

7. To ensure pupils on return journeys are handed into the care of a parent/carer/responsible named adult at home.

8. Establish and maintain professional and courteous relationships with families, carers and school staff.

9. To liaise with school and the Travel Trainer Coordinator regarding individual special needs of pupils, making recommendations for improvement to the ITT plans where necessary.

10. To plan routes and conduct risk assessments for ITT where required, which may contribute to the determination of whether a pupil is ready for ITT.

11. To complete routine reports, formative and summative assessments with pupils.

12. To work as part of a team providing high quality and cost-effective independent travel training at all times.

13. To liaise with parents/carers to mitigate the burden of any pupil travel costs by supporting Zip Oyster Photocard and 18+ Student Oyster Card applications.

14. To undertake any other appropriate duties and tasks as directed by Southwark Disability Hub Manager.

Job context

The Southwark Travel Training Pilot is being carried out by KeyRing Living Support Networks as part of the Southwark Disability Hub. The pilot is funded by Southwark Council and will last until August 2026. The pilot will aim to support a cohort of young people with SEND to travel independently to school or college. It is envisioned that the pilot will provide proof of concept for the travel training programme and evidence for its scalability. KeyRing aims to train four to six students aged 11-25 during the pilot. The primary objective of the pilot is to improve the independence and key life

skills of the cohort while contributing to a broader strategy for reducing transport assistance costs.

Independent travel trainers provide a key role in developing this pilot and helping to meet high quality standards for pupils.

All travel expenses incurred during the ITT, can be expensed and will be covered by KeyRing. This does not include the initial journey made from the Independent Travel Trainer's home to the pupil's home and the reverse.

As part of the role, the trainer will complete a Level 2 Award in Teaching Independent Travel funded by KeyRing (normally worth £735). This includes a 2-day taught course, delivered remotely via Microsoft Teams, and accompanying coursework. The course will be held in late April/early May (date TBC).

Applicants are required to have an enhanced DBS check registered on the update service. Information is available here: [DBS Update Service: applicant guide - GOV.UK](#)

During term time, the hours of employment will be before school commences and just after it finishes. During school holidays, there is some flexibility according to the pupil and family's availability as well as the Independent Travel Trainer's.

Independent Travel Trainer Person Specification

(*Method of assessment: A = Application Form; I = Interview)

Factor	Criteria	Essential / Desirable	Method of Assessment*	
			A	I
Experience and Qualifications	Willingness to undertake and pass all components of training including the two-day Level 2 Independent Travel Training course.	Essential		X
	At least one year's experience of direct work with children and young people with a wide range of special educational needs, either 1:1 or in small groups.	Essential	X	X
	Experience taking children and young people with SEND on public transport, either 1:1 or in small groups.	Desirable	X	
	Experience of using de-escalation strategies and positive behaviour support approaches appropriate for a community-based setting.	Essential	X	X
Knowledge	Understanding of safe travel skills including road safety, route planning, using buses, trains and pedestrian crossings.	Essential	X	X
	Understanding of disability-related travel needs (e.g., differences in mobility, sensory needs and communication).	Essential	X	X
	Understanding of safeguarding and the duty of care when working with children with SEND.	Essential		X
	Understanding of public transport and walking routes in Southwark.	Desirable	X	
	Understanding of TfL ticketing/relevant Oystercard options.	Essential		X
	Understanding of how to use travel apps, e.g. Google Maps, CityMapper.	Essential	X	
Aptitude and Skills	Ability to identify the learning needs of students and to adapt training as required to suit these needs.	Essential	X	X
	Ability to dynamically assess risks and be proactive in resolving issues affecting the safety of students.	Essential	X	
	Ability to build positive professional relationships with both students and their families/carers to achieve results and build confidence in independent travel.	Essential	X	X
	Good oral and written communication skills, and the ability to adapt communication to a range of needs.	Essential	X	
	Ability to reflect and produce clear and concise written reports on training sessions.	Essential		X
General	Commitment to building the independence of children and young people with SEND.	Essential		X
	Willingness to travel to various sites across Southwark.	Essential	X	
	Must be DBS checked to an enhanced level.	Essential		X

