

Recruitment Pack

Job Coach & Independent Travel Trainer



Interested in being our Job Coach and Independent Travel Trainer?

Thanks for your interest in our **Job Coach & Independent Travel Trainer role**. We've written this pack to help you decide whether the role is right for you — and to guide your application. This is a rewarding and hands-on position, supporting learners with special educational needs and disabilities (SEND) to develop the skills, confidence and independence they need to travel safely and succeed in the workplace.

As a **Job Coach & Independent Travel Trainer**, you'll play a vital role in delivering personalised travel training and work experience support across West Lea and our partner schools. You'll help young people navigate the real world, build relationships with employers, and promote inclusive employment opportunities across the borough of Enfield.

We're looking for someone who is:

- Passionate about inclusion, independence, and learner wellbeing
- Empathetic and emotionally intelligent, with a 'can do' mindset
- Organised and proactive, with a problem-solving approach
- Experienced in supporting young people in education, care or employment settings
- A confident communicator who can build trust with families, staff, and external partners

If you want a role where you can make a real difference, every single day, we'd love to hear from you.

This is a full-time, term-time only role (36 hours/week, 45.05 weeks/year) with an actual salary of £27,636.54 – £31,986 per annum (NJC Scale 5, SCP 12–17, depending on experience).

For more information, or to arrange a visit to the school, please contact the People and Culture team at people.team@westleaschool.co.uk



Paul Quinn



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About the school

Based in the borough of Enfield, we provide education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25. We pride ourselves on creating an inclusive environment where everyone feels welcome.

Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve more than 500 learners and are home to 230 employees.

We're a strong community that works together with the common goal of helping each other to flourish. Our learners leave confident and able to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

THE SCHOOL AT A GLANCE

- There has been a school at Haselbury Road since 1938, which turned into a special school in 1970.
- In 2014, there were 80 learners on a single site. We've grown a lot since then.
- We cater for students with a range of complex special educational needs and disabilities.
- We've expanded rapidly in response to increased demand across the borough of Enfield.
- Throughout their journey, learners develop vital life and work skills, as well as achieve academically.
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 programme that enables learners to go to a local college.
- Our Travel Training Programme enables learners to travel confidently and independently.
- We actively prepare learners for adulthood and the workplace. This is key to what makes us special.
- Learners gain work experience with local employers and through our partnerships with the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work. 80% of our interns get jobs and 90% retain them.
- We're a founder member of the Enterprise Cooperative Trust.

Our why, what and how

In September 2021, we developed our strategic framework. It's a simple image of a school with a roof, four pillars and foundations.

It helps us describe why we exist, what we're here to do and how we're going to do it. Think of it as a roadmap that guides our decisions and keeps us on the right path.

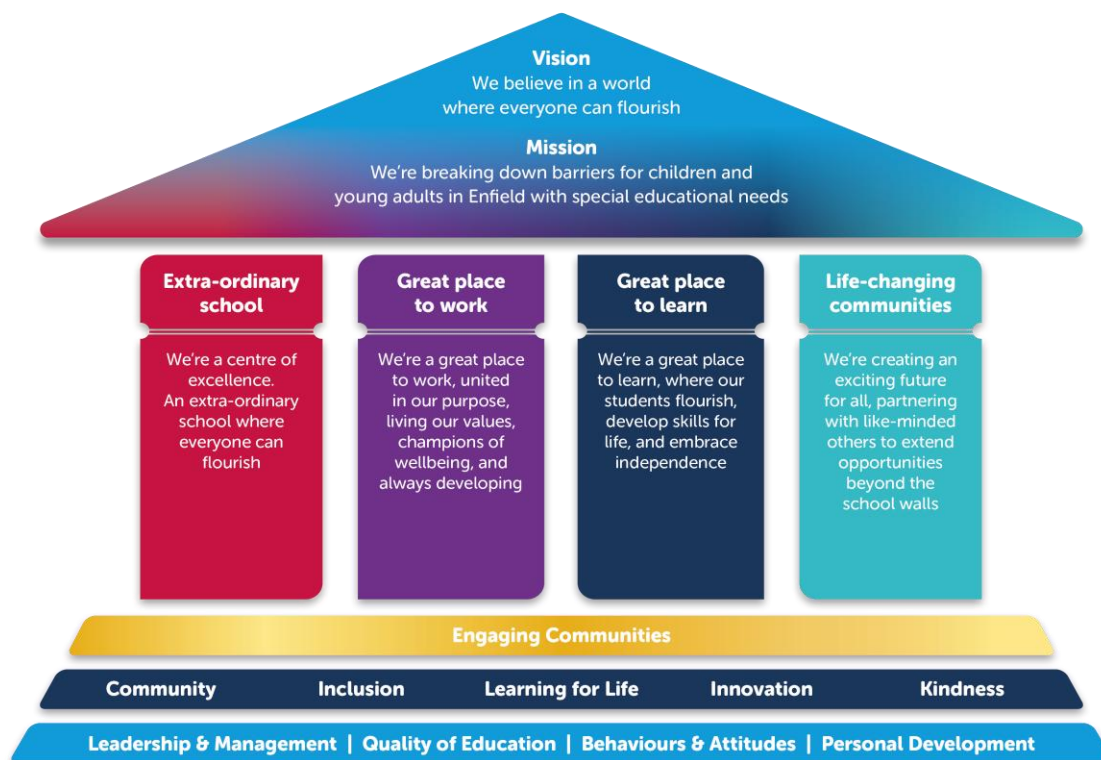
It's a useful model that frames our long-term, high-level school development plan, which we'll be working on for many years to come.

Our vision, mission and values inspire and unite us. Our vision statement explains why we exist; it's our guiding star and something we aspire to. It unites the school with the organisations in our wider family: the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).

Our mission statement describes the 'business' we're in and what we're focused on doing today and every day. It reminds us of who we serve and what we do in pursuit of our vision.

The average person spends more than 99,000 hours of their life at work. We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what we're all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

OUR VISION

We believe in a world where everyone can flourish.

OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

OUR VALUES

Learning for Life

We help learners succeed beyond the classroom. They develop skills, confidence and independence ready for adulthood, further education and work.

Community

We're one big family uniting together so everyone can flourish. We enable learners to make a difference in the local community.

Inclusion

We ensure everyone is welcome, feels they belong, and opportunities are open to all. We teach, inspire and support learners to be inclusive and value differences.

Innovation

We help learners to reach for the stars and overcome obstacles. We challenge everyone to be creative and break down barriers.

Kindness

We make kindness our default setting. We teach learners to be kind and compassionate to themselves and others. We role model this behaviour every day.

community
kindness
learning for life
innovation inclusion

One school, four campuses

Our campuses have a shared purpose, and we work together towards common goals.

Regardless of job title, location, or team, everyone has an important role to play in helping each other and our learners to flourish.

The 'golden thread' that runs between the campuses is that we help learners to build independence and confidence as they journey through the school.



MERIDIAN CAMPUS

Catering for primary aged children, Meridian is based at two architecturally different sites: one a church, and the other a modern, purpose-built school. Learners start their journey by 'Taking Off!'



HASELBURY CAMPUS

Haselbury is home to Key Stage 3 learners aged from 11 to 14, who are based on one site. We welcome students from Meridian and other local schools. Haselbury learners are 'Flying High!'



LEARNING FOR LIFE CAMPUS

Spread across two sites, Learning for Life caters for Key Stage 4 students aged 14 to 16. Here, learners are 'Soaring!' and gain independence, attending college and work experience.



HORIZON CAMPUS

Horizon Sixth is home to our post 16 learners (Key Stage 5) and our Supported Internship Programme. Spread across three sites, there really is 'No Limits!' to what our young people achieve, with many going on to further education or employment.



AN OUTSTANDING SCHOOL

Ofsted inspected in May 2023 and said we continue to be an outstanding school.

Our extended family

An outward looking and 'extra' ordinary school, we partner with likeminded people and organisations across and beyond the borough.



Our partners include the Enterprise Cooperative Trust and Learning for Life Charity. These organisations are part of the West Lea family.

We created the trust and charity to extend our reach beyond the traditional classroom. Whilst our curriculum includes life, social and work skills, through ECT and LFLC we provide more opportunity for our learners and others across Enfield.

ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit foundation cooperative, the ECT launched in June 2022.

The trust includes organisations from education, the charity sector, community interest groups, business and local government. We've come together to address key problems in the Enfield borough.

We aim to raise standards in local schools and create life-changing opportunities for young people. Being a member of the trust enables us to look at education in a different and collaborative way.

We're looking to make an impact in four key areas:



THE LEARNING FOR LIFE CHARITY (LFLC)

LFLC is a registered charity and ECT partner. Founded in 2014, it aims to build upon the school's life and work curriculum.

To mark its tenth birthday in December 2024, the charity's trustees refocused its vision, mission and values.

LFLC provides disabled and disadvantaged young people in Enfield with life-changing chances to work. This includes borough-wide work experience and workplace support.

LFLC brings its values of inclusion, inspiration and innovation to life through its two charity shops, numerous social enterprise projects, and Access to Work funded job coaches for early careers employees.



**Learning for
Life Charity**

About the role

PURPOSE OF THE ROLE

This is a hands-on and highly rewarding role that blends coaching, mentoring and real-world learning. As a Job Coach & Independent Travel Trainer, you'll support young people with special educational needs and disabilities (SEND) to develop the confidence and skills they need to navigate the world more independently.

You'll deliver personalised travel training that empowers learners to use public transport safely, confidently and regularly. You'll also support them through work experience placements — helping them prepare for interviews, settle into new environments, and succeed in the workplace.

No two days are the same: one morning you might be travelling a bus route with a learner, and the next you could be liaising with an employer or setting up a new placement. You'll play a vital part in each learner's journey to adulthood, helping them grow in independence, confidence and self-belief.

KEY RELATIONSHIPS

In this role, you'll work closely with a wide range of people to support learners effectively. You'll collaborate with class teams, tutors and the wider Work Experience and Independent Travel Training teams to ensure learners are well-prepared and supported throughout their journey.

You'll build strong, positive relationships with pupils and their families, working together to understand individual needs, interests and goals. You'll also liaise regularly with external professionals, including employers, local authority staff, and support services, acting as a key link between the school and the wider community.

These relationships are central to the role — helping to create safe, inclusive and meaningful experiences that empower learners to thrive.

WHO IT WOULD SUIT?

You will:

- Have experience working with young people with SEND or NEET groups
- Be confident using public transport across London and teaching others how
- Be calm, empathetic, and patient — with a high degree of emotional intelligence
- Be highly organised, proactive, and solution-focused
- Communicate well with a range of stakeholders
- Be enthusiastic about supporting learner growth and independence
- Enjoy a role that gets you out and about – not just desk-based

PAY AND BENEFITS

This is a full-time, term-time only role (36 hours/week, 45.05 weeks/year) with an actual salary of £27,636.54 – £31,986 per annum (NJC Scale 5, SCP 12–17, depending on experience).

We have a fantastic benefits package including:

- Generous pension scheme with 19.01% employer contributions.
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of a professional body (if applicable)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Opportunity to make your mark in a highly rewarding and meaningful organisation

Job description

PRINCIPLE RESPONSIBILITIES

You'll support learners to develop independence through travel training and work experience. This includes delivering 1:1 and group travel training, preparing pupils for placements, and coaching them in real work settings. You'll build relationships with families and employers, carry out monitoring visits, and ensure every experience is safe, inclusive and tailored to each learner's needs.

TRAVEL TRAINING

- Plan and deliver personalised travel training routes, including 1:1 and group sessions
- Use journey planning tools and risk assessments to ensure safety
- Build pupil confidence through guided practice and gradually reduced support
- Liaise with class teams, families, and local authority transport teams as needed

WORK EXPERIENCE & JOB COACHING

- Identify and match suitable work experience placements to learner interests and abilities
- Support learners with job preparation, interview readiness and workplace expectations
- Provide on-site coaching and regular monitoring visits, adapting support where needed
- Maintain clear records of learner progress and placement outcomes
- Work with employers to ensure roles are accessible and inclusive, offering reasonable adjustments if required

PARTNERSHIP WORKING & COMMUNICATION

- Act as a link between school, families, and employers throughout ITT and WEX programs
- Share updates, feedback and concerns in a timely and professional manner
- Work collaboratively with internal staff teams and external agencies
- Attend planning and review meetings when required

RECORD KEEPING & RISK MANAGEMENT

- Complete and update relevant risk assessments for travel routes and placements
- Keep accurate, confidential records in line with school policies
- Monitor learner engagement, attendance, and wellbeing
- Report safeguarding concerns promptly following school procedures

GENERAL RESPONSIBILITIES

- Uphold the values and ethos of West Lea School and the wider Enterprise Cooperative Trust
- Follow all school policies, including safeguarding, health and safety, and data protection
- Participate in ongoing professional development and reflective practice
- Support the wider life of the school and contribute to the Work Experience and ITT team
- Promote inclusion, kindness and high expectations in all areas of the role

Person specification

The specification is to guide candidates and managers during the recruitment process.

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| GCSE (or equivalent) in English and Math (grade C/4 or above) | ✓ | |
| Willingness to complete relevant training and CPD | ✓ | |
| Qualification in coaching, mentoring, teaching, or advice and guidance | | ✓ |
| Full, clean driving license | | ✓ |
| Training in travel training, systematic instruction, or supported employment | | ✓ |
| Experience | Essential | Desirable |
| Experience working with young people with SEND or vulnerable groups | ✓ | |
| Providing 1:1 support, coaching or mentoring | ✓ | |
| Confident use of Microsoft Office and digital tools | ✓ | |
| Experience working in education or similar environments | | ✓ |
| Experience developing partnerships or working with employers | | ✓ |
| Skills and attributes | Essential | Desirable |
| Confident using public transport and journey planning tools | ✓ | |
| Strong time management and organisational skills | ✓ | |
| Positive, proactive attitude with high emotional intelligence | ✓ | |
| Able to work independently and as part of a team | ✓ | |
| Excellent verbal and written communication skills | ✓ | |
| Strong understanding of equality, safeguarding and inclusion | ✓ | |

Application process

To apply for the role, please review our application pack and complete the form at the following link <https://www.eteach.com/careers/westleaschool-co/>

For more information, or to arrange a visit to the school, please contact the People and Culture team at people.team@westleaschool.co.uk

Application deadline 12pm 7th July 2025

Interviews to be held 10th July 2025 *

Start date September 2025

Salary This is a full-time, term-time only role (36 hours/week, 45.05 weeks/year) with an actual salary of £27,636.54 – £31,986 per annum (NJC Scale 5, SCP 12–17, depending on experience).

Contract type Full time, permanent.

**If shortlisted, candidates will be invited to deliver a short presentation at interview. This will be an opportunity to explain why they're interested in the role, highlight the skills they would bring, and demonstrate how these align with our values. We encourage applicants to give this some thought in advance.*

We're committed to safeguarding and promoting the welfare of children and young people. If you're successful, we will complete a full Disclosure and Barring Service (DBS) check and will require proof of ID, medical clearance and the right to work in the UK.



community
kindness
learning for life
innovation **inclusion**