

Job Description and Person Specification Profile

Job Title	Early Years Support Portage Worker
Job ID	E136
Service	Children's Services
Grade	G
Reporting to	

The Role

To work with Families and Early Years Practitioners to accelerate the development of pre-school children

To support a number of families in a key-working role

To work with families to help them develop a quality of life and experience, for themselves and their young children, in which they can learn together, play together, participate and be included in their community in their own right.

To play a part in minimising the disabling barriers that confronts young children and their families.

To support the national and local development of inclusive services for children.

Main Duties and Responsibilities include:

- To visit families in their own home and provide a Portage service to support the acceleration of the development/ learning of Pre-school children with an identified delay.
- To work in partnership with parents/carers undertaking assessments agreeing developmental goals and design activities to aid their child's learning.
- To liaise with other involved agencies to provide a coordinated approach including Early Attachment Service, Speech and Language Therapists, Occupational Therapists etc.
- To act as a key worker to an agreed number of families
- To undertake the lead role in respect of the graduated approach
- To undertake assessments of children and family's needs and respond accordingly by using an 'assess/plan/do/review' cycle and to act as Lead Professional with Portage families as and when appropriate.
- To plan and organise events for Portage families; - swim sessions, holiday activities etc.
- To support the inclusion of children into appropriate local groups and activities
- To promote the Free Entitlement Funding to families and support families to access provision
- To support transition into appropriate Early Years setting, liaising with Early Years professionals
- To contribute to service development and continual improvement as agreed

- To maintain accurate records associated with individual families
- To attend the Early Years SEND panel and contribute relevant information regarding children
- To conduct Risk Assessments to ensure health and safety procedures are met
- To attend regular Portage, staff meetings and team meetings as required
- To deliver information regarding the Portage service to Early Years workforce
- To contribute to the dissemination of knowledge regarding appropriate local activities for pre-school children and local support networks for families
- To represent the Portage service at events when required which may include weekend and evenings
- To promote knowledge and understanding of the objectives of portage
- To enhance CPD by attending relevant courses
- To work with the Code of Practice as set out by the National Portage Association
- To deliver specialist groups for Portage families in the local children's centres
- To demonstrate the impact of the Portage service and collect relevant data
- To undertake any duties that reasonably correspond to the general character of the post which are commensurate with its level of responsibility
- To provide support and guidance to the other Portage Workers through attending and contributing to regular Peer Supervision sessions
- To provide opportunities to students on placements, providing a variety of learning experiences and completing any relevant documentation

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Recognised Child- Care qualification - NVQ3, NNEB, Btec etc
- GCSE (or equivalent) Maths and English at Grade C or above

Your essential skills, knowledge and experience

- Experience of working in or with an early year's settings/ education and or childcare in delivering the EYFS
- Relevant experience of working with children from birth to five years
- Experience of working with families and children with SEND
- Experience of developing and implementing plans for children with SEND
- Experience of working both individually and as part of a multi-agency team
- Experience of working in an early years home visiting service
- Experience of inclusive practice in Early Years settings
- To have highly developed and effective inter-personal skills.
- Ability to work collaboratively with parents and professionals
- To have good I.T. skills and an ability to use a range of Microsoft software.
- To have good written skills
- To have excellent communication skills and to be able to adapt according to the audience.
- To have excellent presentation skills.
- To be able to prioritise the workload and have good time management skills.
- To have excellent observation and assessment skills
- Ability to assess children's needs and development
- Ability to carry out Early Help Assessments
- Skill to assess health and safety and undertake Risk assessments
- Knowledge of the Portage model NPA
- Good understanding of FREE Entitlement Funding
- Knowledge of current DfE and Early Years issues and developments
- Knowledge of the EYFS framework
- Knowledge of childcare development and children's holistic needs
- Good understanding of SEND code of practice
- Knowledge of child protection and safeguarding procedures
- Knowledge of Early Help Assessments
- Willingness to take part in any training opportunities that may be available
- The ability to be able to work weekends & evenings by agreement
- Commitment to Equality & Diversity practice
- Experience in promoting inclusive practice in Early Years settings

If you have the following experience or qualifications – then that's great!

- Further qualification relating to SEND
- Educated to Degree level
- Completed a Basic Portage Workshop

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

