



Your job

Job Title: Early Years Senior Targeted Support Worker Portage Focus

Service: Early Learning & Childcare Team

Grade: 6

Reporting to: Early Years Inclusion Manager

You will support early years providers, schools and families to identify and meet the needs of children with Special Educational Needs and Disabilities (SEND) across Wigan from birth until the end of Reception.

You will lead on the delivery and development of the Portage Service across Family Hubs and community settings, ensuring a coordinated, accessible and high-quality offer for children and families. This will include completing assessments within education settings, delivering Portage groups within Family Hubs, and undertaking Portage home visits in the home environment.

You will work in partnership with families, early years practitioners and multi-agency colleagues to promote a Best Start in Life for all children, ensuring early identification, targeted intervention and inclusive practice.

You will support practitioners and families to understand the individual needs of children with SEND, raise attainment and promote positive developmental outcomes, building on the strengths-based, small steps approach that underpins Portage and early years inclusion.

You will liaise with professionals and contribute to multi-agency planning and transitions to ensure effective information sharing and continuity of support across services, including Family Hub networks.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Support all early years providers, schools, and Family Hubs to identify and meet the needs of children with SEND from birth until the end of Reception
- Lead and coordinate the delivery of the Portage Service within Family Hubs, ensuring accessibility for families and alignment with locality-based early help offers
- Deliver Portage groups within Family Hubs and home visits using Portage principles and a small steps approach to children's learning and development
- Contribute to the Best Start in Life agenda, embedding early identification, inclusive practice and family-centred support across services
- Develop proactive, emotionally supportive relationships with families, empowering them to promote and celebrate their child's development
- In conjunction with the Early Years Inclusion Manager, Family Hub teams and settings, develop and implement strategies to remove barriers to inclusion and achievement
- Support effective transitions across early years provision, Family Hubs and into Reception
- Provide settings and practitioners with advice on Early Years Inclusion Procedures and the graduated approach as outlined in the SEND Code of Practice
- Liaise effectively with multi-agency partners, including health, social care and Family Hub services, to ensure a coordinated and holistic approach

On an ongoing basis you will:

- Complete Portage initial assessments in the home to determine eligibility for Portage home visits and groups
- Monitor and evaluate the impact of Portage delivery across Family Hubs, contributing to service development and continuous improvement

- Work within a locality model linked to Family Hubs, supporting early intervention and Best Start in Life priorities
- Attend relevant meetings, including multi-agency and share information with the Early Years Forum to plan and support transitions
- Liaise with professionals involved with children and families to ensure a seamless, family-centred approach
- Provide regular caseload updates to the Early Years Inclusion Manager and team
- Maintain accurate records and databases to ensure effective tracking, reporting and information sharing
- Keep up to date with relevant early years, SEND, Family Hub and Best Start in Life developments, guidance and legislation
 - Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- An NVQ Level 3 or evidence of the equivalent QCF credit value in Childcare and Education or equivalent qualification
- Portage Basic Workshop qualification or willingness to work towards this
- Working knowledge of the SEND Code of Practice and relevant early years legislation
- Understanding of Early Years Foundation Stage and child development principles
- Working knowledge and experience of leading on and delivering Portage principles, early help approaches and family-centred practice within the home and in group settings, including delivery within Family Hubs or other community-based environments.
- Strong communication skills to engage effectively with children, families and professionals
- Ability to build positive relationships and work collaboratively within multi-agency teams
- Ability to work independently and as part of a team within a locality-based model of support
- Ability to contribute to planning, delivery and evaluation of targeted interventions
- Commitment to ongoing professional development

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”