

Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Portage Worker | Grade: SO1 |
| Section: Early Help | Directorate: Children's services |
| Responsible to following manager: Portage Service Lead | Responsible for following staff: N/A |
| Post Number: | Last review date: 2019 |

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To work with babies and children age 0-3 years old who have special needs and disabilities. To work in family's homes using National Portage Methods to support children's play, learning and development in partnership with parents. To manage a caseload of children while working with a wider multi-agency team. To engage with a range of professionals and therapists from Health, Children's Services and Education ensuring good interpersonal skills and time management, to deliver effective early intervention to children with special needs and disabilities.

Specific Duties and Responsibilities

- Manage a caseload of children of up to equivalent of 6 full-time families who would be visited weekly or fortnightly.
- Prepare with parents a record of the child's current skills using a range of observation, developmental profiles, and record activities in an individualised way for each family.
- Assist parents/carers, to gain skills and confidence in their knowledge of child development through play, to extend activities for children so that their individual development can be supported. Also to inform parents of services available to them and make referrals as needed.
- Prepare appropriate fun play materials and/or equipment for home visits and keep accurate records of equipment loaned to families.
- Provide emotional support to parents in relation to their child's disability and recognise when it is appropriate to make referrals for additional support.
- Communicate effectively, both orally and in writing and attend meetings with the multi-agency Team Around the Child.
- To take on the role of Lead Professional for no more than 1 child on the case load as part of the Education Health and Care Plan.
- To provide a developmental report for each child on the case load to provide advice for an Education Health and Care Assessment (EHCA) request.
- To organise and chair EHCA Team Around the Child (TAC) meetings for children on the case load.
- To support parents to choose a nursery and accompany them on visits as required.
- Support families with transition into early years provision and provide advice for staff in settings that the children on your caseload attend.
- Participate in shared discussions during Team and individual Supervision.
- To be responsible for planning and delivering the Portage group with one other colleague on a rotation basis.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Must be willing to be Portage trained as soon as possible, this may involve travelling to another part of the country.

Team structure

- Deputy Head of Early Years
- Portage Team Lead (responsible to Deputy Head of Early Years)
- Senior Portage Worker (responsible to Portage Team Lead)
- Portage Worker x 3 - (responsible to Portage Team Lead)

Person Specification

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| Post Number/s: | Last Review Date: |

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

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| Person Specification Requirements | Assessed by A & I/T/C (see below for explanation) |
| <u>Please respond to all 16 requirements (below) in the application form</u> | |
| Knowledge | |
| 1. Demonstrate a knowledge and understanding of early child development (0-3 years) including Special Educational Needs and Disabilities. | A/I |
| 2. Demonstrate knowledge of National Portage Methods | A/I |
| 3. Education, Health and Care Assessment/Plan process | A/I |
| Experience | |
| 4. Evidence of experience of direct work with babies 3mths – 3 years, with knowledge and experience of assessing, recording and monitoring children's development. | A/I |
| 5. Demonstrate experience of working in partnership with parents to support their child's play, learning and | A/I |

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| development. | |
| 6. Demonstrate experience of working in partnership across multi- agency teams, e.g. educational professionals and therapists at Team around the Child (TAC) meetings, and Education, Health and Care Assessment/Plan meetings. | A/I |
| 7. Demonstrate sensitivity and awareness of cultural diversity, disabilities, faith and religion and respecting personal differences, when working with families. | A/I |
| Skills | |
| 8. Demonstrate clear and effective communication skills to be able to communicate verbally with a diverse range of people including parents/carers and educational professionals and therapists. | A/I |
| 9. IT skills including knowledge and use of Microsoft Word for report writing, email and internet for researching and extending knowledge of disabilities, resources and services. | A/I |
| 10. Demonstrate efficient time management skills, with evidence of ability to organise own work schedule. | A/I |
| 11. Demonstrate ability to work alone and as part of a peripatetic team. | A/I |
| 12. Understanding of the multi-cultural community, and the implications for service delivery. | A/I |
| 13. Ability to demonstrate an understanding of the Council's equal opportunities policy in respect of service delivery, and an awareness of the needs of differing cultural groups and other minority groups. | A/I |
| 14. Demonstrate an understanding of safeguarding vulnerable adults and children in the context of working in families' homes, with the ability to form and maintain appropriate relationships and personal boundaries. | A/I |
| 15. A current UK driving license and the use of a car. Essential car users' allowance is payable. | A/I |
| Qualifications | |
| 16. A degree in a related field, i.e. Early Childhood Studies or a qualification such as Foundation Degree, NVQ Level 4, N.N.E.B or NVQ level 3 in Child Development. | A/I |

A – Application form / CV**I – Interview****T – Test****C - Certificate**