

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Portage Worker/Home Visitor
<b>Grade</b>	4
<b>Service</b>	SEND Early Years
<b>Reports to</b>	Sally Gardner
<b>Location</b>	Settings across the city including home visits
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

To deliver home based portage to an allocated caseload, ensuring the principles of portage are upheld. To work in partnership with families, to help them understand their child's needs and development goals so that they can 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

## Main Duties & Key Accountabilities

### Core Knowledge

1. To provide regular planned home visits to an allocated casework ensuring sessions are punctual, properly resourced and high quality;
2. Through the implementation of portage principles, to support the development of; play, communication, relationships, and learning for young children with SEND within the family;
3. By working together, enable parents and carers within the family, to take the leading role in establishing a partnership;
4. To help parents identify what is important to them and their child and plan goals for learning and participation;
5. To keep a shared record of the child's progress and other issues raised by the family;
6. To respond flexibly within the parameters of the job role to the needs of the child and family when providing support, at all times adhering to professional standards and safeguarding best practice;
7. To identify any issues or needs that require additional support through another professional or agency and ensure that this is, with family consent highlighted/signposted in a timely way
8. To implement any portage led support requirements identified through assessment
9. To contribute to professional assessment reports required as part of health diagnostic pathways and the statutory EHCP process
10. To systematically record and report individual children's progress at supervision meetings
11. To support the transition of children from portage to other services and settings as directed

Any other duties and responsibilities within the range of the salary grade

## Key relationships

<b>External</b> Children and young people, parents/carers School nurseries / other educational settings Health	<b>Internal</b> Service areas in Children's Services e.g.: Family Hubs Coventry SEND Support Service Social Care MASH
---	--

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• A working, accredited knowledge of Portage principles and practice at practitioner level</li> </ul>	
<ul style="list-style-type: none"> <li>• A knowledge and understanding of the developmental, educational and social needs of young children with a range of SEND</li> </ul>	
<ul style="list-style-type: none"> <li>• A knowledge of the wide range of services supporting early years children with SEND and their families; including health, social care and family hubs (early help)</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge in practice, of augmentative communication strategies such as Makaton and visual structure (PEGS, WIDGET)</li> </ul>	
<ul style="list-style-type: none"> <li>• Current knowledge of the range of specialist equipment and resources available to children with SEND</li> </ul>	
<ul style="list-style-type: none"> <li>• A working knowledge and understanding of the needs, anxieties and concerns of parents and carers of children with SEND</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to work with families and young children with a range of additional needs, usually within their home</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work independently in a professional, supportive and reliable manner</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to deal with and support others in stressful and highly emotional situations taking a calm, understanding and honest approach</li> </ul>	
<ul style="list-style-type: none"> <li>• The ability to listen carefully and hear and respect parents' concerns and anxieties</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to use manual handling techniques appropriately when working with vulnerable children adhering to risk assessments</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability and skills to work effectively within a multi-agency environment</li> </ul>	
<ul style="list-style-type: none"> <li>• Good written, verbal and social communication skills</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent personal organisation skills</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work and develop trust and good partnership relationships with parents and carers</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and make sound decisions, but know when to seek help, advice and support</li> </ul>	
<ul style="list-style-type: none"> <li>• Substantial experience of working with young children with a range of needs</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• NNEB or equivalent relevant qualification or significant and relevant experience in working with children in the early years</li> </ul>	
<ul style="list-style-type: none"> <li>• National Portage association basic certificate desirable but not essential with a requirement to evidence ongoing CPD</li> </ul>	

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	November 2019	<b>Date Reviewed</b>	June 2023
---------------------	---------------	----------------------	-----------