

# Job Description and Person Specification

## Portage Worker/Home Visitor

Job Details	
Grade	4
Service	SEND Early Years
Location	Settings across the city including home visits
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>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.</p>

Key Responsibilities and Accountabilities	
To provide regular planned home visits to an allocated casework ensuring sessions are punctual, properly resourced and high quality;	
Through the implementation of portage principles, to support the development of; play, communication, relationships, and learning for young children with SEND within the family	
By working together, enable parents and carers within the family, to take the leading role in establishing a partnership	
To help parents identify what is important to them and their child and plan goals for learning and participation	
To keep a shared record of the child's progress and other issues raised by the family	
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	
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	
To implement any portage led support requirements identified through assessment	
To contribute to professional assessment reports required as part of health diagnostic pathways and the statutory EHCP process	
To systematically record and report individual children's progress at supervision meetings	
To support the transition of children from portage to other services and settings as directed	

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

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	A working, accredited knowledge of Portage principles and practice at practitioner level
Knowledge	A knowledge and understanding of the developmental, educational and social needs of young children with a range of SEND
Knowledge	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)
Knowledge	Knowledge in practice, of augmentative communication strategies such as Makaton and visual structure (PEGS, WIDGET)
Knowledge	Current knowledge of the range of specialist equipment and resources available to children with SEND
Knowledge	A working knowledge and understanding of the needs, anxieties and concerns of parents and carers of children with SEND
Skills And Ability	Ability to work independently in a professional, supportive and reliable manner
Skills And Ability	Ability to deal with and support others in stressful and highly emotional situations taking a calm, understanding and honest approach
Skills And Ability	The ability to listen carefully and hear and respect parents' concerns and anxieties
Skills And Ability	Ability to use manual handling techniques appropriately when working with vulnerable children adhering to risk assessments
Skills And Ability	Ability and skills to work effectively within a multi-agency environment

Skills And Ability	Good written, verbal and social communication skills
Skills And Ability	Excellent personal organisation skills
Skills And Ability	Ability to work and develop trust and good partnership relationships with parents and carers
Skills And Ability	Ability to work on own initiative and make sound decisions, but know when to seek help, advice and support
Experience	Substantial experience of working with young children with a range of needs
Experience	Experience of working with families and young children with a range of additional needs, usually within their home
Qualification	<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> <li>• National Portage association basic certificate desirable but not essential with a requirement to evidence ongoing CPD</li> </ul>
Special Requirements	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>Disclosure and Barring Service (DBS)</b>			
Does the role require a DBS check? Yes			
<a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

<b>Declaration</b>			
Reviewed/created by:	Deba Schindler		
Job Title:	SEND Early Years Team Leader	Date:	06.01.2026