

Department:	Children & Family Service
Job Title:	Early Years SEND Inclusion and Portage Practitioner
Grade:	8
Post Number:	
Service/Section:	Early Years Inclusion and Childcare Service
Base/Location:	County Hall
Responsible To:	Service Manager, line managed by the Senior Early Years SEND Inclusion Advisor
Responsible For:	
Key Relationships/ Liaison with:	Early Years Inclusion and Childcare Service personnel SEND Manager, principal Educational Psychologist, a range of professionals and voluntary agencies

Job Purpose	
	<ul style="list-style-type: none"> To provide a package of Portage home visits to very young children and their parents/carers. To keep records as required by the Portage Manager. To promote the education and development of children under 5 years with special educational needs. To implement the programme of support devised by the specialist SEND advisor

Main Duties and Responsibilities	
1	To be responsible for the day to day management of a caseload of children with special educational needs with the supervision and support of the Early Years SEND Inclusion Advisor
2	To implement the programme of support devised by the specialist Early Years SEND Inclusion advisor
3	To work directly with children at home, in their settings or schools and to model for parents strategies to enable their child to participate as fully in their education
4	To establish supportive professional relationships with parents coping with high anxiety and stress.
5	To provide Portage home visits to very young children and their families as part of the Leicestershire Portage Team.
6	To plan an individual programme with specific targets for each child in consultation with parents/carers and the Portage Manager.
7	To support the inclusion of children on his or her caseload into Early Years settings and schools by modelling practice and sharing information and

	offering advice with the staff working in those settings.
8	To support the transition of children on his or her caseload into pre-school and school settings by modelling practice and sharing information and offering advice with staff working in those schools
9	To write a short note of visits that records the structure and purpose of the visits and demonstrates responses and progress of the children.
10	To prepare reports and contribute to the assessment of children on his or her caseload as requested
11	To support the work of the Early Years SEND Inclusion Advisors in liaising with other professional and voluntary agencies supporting the children and/or families on his or her caseload.
12	To work with pre-school provision providing practical advice, information and support to ensure children with SEND benefit from attending the provision
13	To support the development and assist in the delivery of training to a variety of professionals, parents and staff from voluntary agencies
14	To take an active part in the planning and preparation of materials to support the families and development of children with special educational needs
15	To have regular supervisory meetings with the Early Years SEND Inclusion Advisors to discuss the development of the children on their caseload and to identify, clarify and resolve any issues pertinent to their professional practice
16	To take part in the Performance Management procedures in place within the Early Years SEND service.
17	To support new government initiatives and projects as directed by the line manager
18	To ensure the line manager is fully briefed in all matters concerning the operational delivery of the work
19	To attend Portage and Early Years SEND staff meetings as required.
20	To participate in arrangements made by the SEND team In-Service training and professional development
21	To ensure that all duties and responsibilities are carried out in accordance with council policies and procedures, in particular those on equality and diversity, health and safety and financial
22	To signpost parents to relevant services for further support, advice and information
23	Maintain own expertise to a high standard, sufficient to support children and to be able to give constructive and appropriate advice to parents, carers, early years school staff and other professionals
24	To undertake any other duties as directed and commensurate with the level of the post

Special Factors

- Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies’.
- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- To keep abreast of business developments the post holder will be required from time to time training courses, conferences, seminars or other meetings as required by his/her own training need and the needs of the service.

- Expenses will be paid in accordance with the Local Conditions of Service.
- Caseload work will be proportionate for those employees working on a part-time basis.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 10th October 2018

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Training on a course for Portage Home Visitors recognised by the National Portage Association or willingness to undertake the above training	✓		App/Doc
Level 3 in childcare or equivalent	✓		App/Doc
<u>Experience</u>			
Substantial experience with working families and children who have SEND	✓		App/Int
Experience of collaborative working within a partnership context with external agencies to enhance SEND	✓		App/Int
Experience of having worked with children under 5	✓		App/Int
Experience of working as a Portage Home Visitor within a National Portage Association registered Portage Service		✓	App/Doc
<u>Knowledge</u>			
Knowledge of child development up to the age of 5	✓		App/Int
Knowledge of a range of special educational needs	✓		Int
Knowledge of the early learning and childcare sector and its partners		✓	App/Int
Knowledge of the SEND code of practice and the Early Years Foundation Stage	✓		App/Int
<u>Skills and Competencies</u>			
Good personal organisational skills e.g. time management	✓		App/Int

Ability to relate to parents/carers who may be under considerable stress	✓		App/Int
The ability to communicate effectively both orally and in writing, coupled with good listening skills	✓		App/Int
Evidence of being able to work collaboratively within a team with the ability to generate enthusiasm	✓		App/Int
The ability to take responsibility for meeting deadlines adjusting tasks and priorities as situations demand,	✓		App/Int
<u>Other Requirements</u>			
A flexible approach to working, including out-of-hours, and an ability and willingness to travel to various locations	✓		App/Int
An understanding of, and commitment to, Equality and Diversity and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
DBS check	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key: App = Application Form Test = Test Int = Interview	Pre = Presentation Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)
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