

Job Description

Job Title	Early Years Intervention Worker (Portage)
Grade	Band G
Reporting To	Early Years Team Leader (Portage)/PEP
JD Ref	PC

Purpose

Provide a specialist, individualised Portage programme of assessment, 'teaching' intervention and review delivered to parents/carers in the home setting with young children with Special Educational Needs (SEN)/Disability.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Actively promote anti-discriminatory practice at all levels and challenge behaviour and/or actions deemed to be of a discriminatory nature.

Communication, Engagement and Training:

- Visit a number of families on a regular basis, to deliver Portage intervention in line with Portage principles for their children.
- Work in partnership with parents/carers to establish developmental norms and to be responsible for providing ongoing review and assessment of progress.
- Take an active part in up-skilling parents/carers in Portage intervention, methods, strategies through demonstration and modelling.
- Take part in the delivering of training as appropriate and to up skill parents and other professionals in Portage intervention methods by modelling.

Data Analysis and Decision-Making:

- Responsible for the initial Portage assessment and devise appropriate learning targets and outcomes for children, families and carers to work towards.
- Produce and maintain records of an individual's progress including reviews and an end of involvement summary report.
- Provide data regarding the monitoring, evaluation and impact of the Portage intervention delivered as required by the Team Leader.
- Responsible for producing Transition documents and to coordinate a transition meeting for children moving into an Early Years setting.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Early Years specific qualification e.g. NNEB, NVQ3, CACHE, Early Years Educator

Desirable

- Post qualifying SEN diploma/certificate.
- Completion of basic Portage Workshop.

Knowledge & Skills

- Ability to work in partnership with parents/carers to promote their child's development.
- Ability to work in partnership with other professionals, particularly Health Visitors, Speech and Language Therapists, Community Paediatricians and Educational Psychologists.
- Excellent communication skills, both oral and written.
- Ability to meet deadlines.
- Produce reports of a high calibre for parents and professional colleagues.
- Ability to use initiative, make decisions and work independently.
- Computer literate with understanding of Microsoft products.

Desirable

- Commitment to a knowledge and understanding of inclusive practices.
- Knowledge of alternative methods of communication, e.g. signing, Makaton.
- Understanding and application of language development programmes and strategies.

Experience

- A range of experiences/working with children aged 0-5 years/across a variety of settings.
- Experience of multi-agency co-operative working.
- Direct work with parents, families and carers.
- Experience of a Foundation Stage curriculum.
- Experience of devising and implementing Play Plans/Early Years Additional Support Plans for children with additional needs.

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Desirable

- Experience of using developmentally based teaching programmes, e.g. Portage, Task Analysis, Wellcomm.
- Experience of offering practical advice to parents/carers regarding individual children.
- Experience of supporting parents/carers
- Experience of working with families from a variety of backgrounds and a clear understanding of the support required.
- Experience of assessing family situations, developing individual packages of support and translating them into effective integrated support plans aimed at supporting families and children.

Additional Information

Able to work flexibly, manage own time and work with autonomy.

The role involves a degree of lifting, carrying and transporting toys/resources between the homes and office base.

Required to work across sites and may be exposed to adverse stimuli in some circumstances.

Must be able to travel around the Borough using public or private transport.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Approved By:

Catherine O'Connor, Team Manager - Principal Educational Psychologist

Date Of Approval: 29th March 2016



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