



| Person Specification |                                  |              |                        |
|----------------------|----------------------------------|--------------|------------------------|
| <b>Post title</b>    | Early Years Portage Practitioner | <b>Grade</b> | G / £33,119 to £34,811 |

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

| Shortlisting Number                          | Criteria                                                                                                                | Method of assessment |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Skills, knowledge, experience</b>         |                                                                                                                         |                      |
| S1                                           | Knowledge and evidence of delivering a Portage programme                                                                | CV/SS, I             |
| S2                                           | Multi agency working                                                                                                    | CV/SS, I             |
| S3                                           | Working in partnership with parents/carers and the ability to signpost when necessary                                   | CV/SS, I             |
| S4                                           | Understanding and working knowledge of early years child development and learning programmes                            | CV/SS, I             |
| S5                                           | Knowledge and experience of working with children with a disability or complex needs                                    | CV/SS, I             |
| S6                                           | Knowledge and experience of the SEND Code of Practice                                                                   | CV/SS, I             |
| S7                                           | Knowledge of medical conditions impacting on children’s development                                                     | CV/SS, I             |
| S8                                           | Evidence of doing an Early Help Assessment and being the Lead Practitioner                                              | CV/SS, I             |
| S9                                           | Ability to prioritise workloads                                                                                         | CV/SS, I             |
| <b>Personal attributes and circumstances</b> |                                                                                                                         |                      |
| P1                                           | You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect | I                    |
| <b>Communication</b>                         |                                                                                                                         |                      |
| C1                                           | Excellent interpersonal and communication skills and time management.                                                   | CV/SS, I             |
| <b>Qualifications</b>                        |                                                                                                                         |                      |
| Q1                                           | Childcare qualification equivalent to NVQ level 3 and above                                                             | CV/SS, C             |
| Q2                                           | Required to complete the Basic Portage workshop, core competencies and 6 months supervised                              | CV SS, I             |

January 2026





|    |                                                |          |
|----|------------------------------------------------|----------|
|    | home visits.                                   |          |
| Q3 | Evidence of continued professional development | CV SS, I |

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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