



# Job Description

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St. Helens Council

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| <b>Post:</b>                | <b>Portage Worker - Children's and Disability Services</b>   |
| <b>Department:</b>          | <b>People's Services</b>   |
| <b>Grade:</b>               | <b>Scp 12-17</b>   |
| <b>Responsible to:</b>      | <b>Senior Portage Worker / Operational Manager</b>   |
| <b>Responsible for:</b>     | <b>Planning the work of Volunteers, students and Crèche workers within Portage home visits and Portage Groups as required.</b>   |
| <b>Purpose of the Post:</b> | <b>To actively contribute to the ongoing development and delivery of Portage, as part of the Early Years Team within the Children's Disability Service, whilst promoting access and inclusion for children with additional needs and/or disabilities and their families.</b> |

## **Duties and Responsibilities:**

1. To provide a specialist, individually tailored package of assessment, monitoring and early intervention, using the Portage model and materials alongside other early years tools for pre-school children with additional needs and/or disabilities and their families.
2. To provide a home visiting service for a caseload of families within a framework of regular Supervision from the Senior Portage Worker and using the National Portage Association Holistic Framework for Assessment, to identify and record children and families' individual needs and where necessary. Refer on to other agencies.
3. To work in partnership with parents and other agencies to identify and record teaching targets, design interventions and monitor progress of the children on the caseload within the Portage model.
4. To actively support the role of parents and families in their child's learning and contribute to regular multi-agency Review meetings, providing constructive feedback on progress, achievements and identified needs, through written reports and verbal feedback.



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5. To plan, implement, monitor and review Individual Education Programmes in partnership with parents, the Senior Portage Worker and other professionals working with the child and family.
6. To work as the Lead Professional for a small number of children on their caseload, liaising closely with parents/carers and other involved professionals, to contribute to the development of an integrated pattern of support, attending and participating in Child in Need meetings and Child Protection Conferences as required, in line with the Council's current safeguarding standards.
7. To liaise closely with Keyworkers from a range of agencies, in the co-ordination and planning of services and to ensure a smooth transition between services and setting for disabled children and their families.
8. To organise and manage an appropriate learning environment and the associated resources, including staffing and a designated budget, for the targeted delivery or Portage groups within Children's Centres and the Bridge Centre.
9. To recognise their own strengths and areas of specialist expertise and use these alongside those of staff they have responsibility for and to advise and support other professionals working with children with additional needs.
10. To enhance service delivery by contributing to the identification of SEN training needs for families of children on their caseload, as well as for other professionals, and to assist in the development and planning of a range of specialist training, acting as co-facilitator in the delivery of the training.
11. To contribute to the development of policies and procedures relating to Portage and the CDS Early Years team.
12. To attend regular 1:1 and team meetings, feedback on activities, identify concerns and actively contribute to discussions which result in their positive resolution.
13. To maintain electronic records of each child on their caseload to reflect progress and identify difficulties and when required, to use the records to produce reports to inform at Planning & Review meetings, Conference and Resource Panels and to contribute to Education, Health and Care Plans when required, with support from Specialist Teachers.
14. To maintain professional standards of evidence-based practice, having due regard to the policies of the Council and the National Portage Association Code of Practice.
15. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.



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16. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
17. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
18. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
19. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
20. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended)**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: May 2015**

**Date Reviewed: June 2015**

**Date Updated: June 2019**