

JOB DESCRIPTION

Job Title	Portage Practitioner		
Directorate	Children, Families & Education		
Reporting to	Senior Portage Practitioner		
Grade	14		
Evaluation ref:	AG0483	Job Family ref:	
Role Purpose			
A Portage Home Visitor is required to support pre-school children with SEND and their families. The post holder will work in partnership with parents to model an educational programme of learning and development in the home and offer support through a key working role using a family centred approach.			
Accountabilities			
Carry a caseload of families, each of which would be visited weekly, in their homes. Facilitate Portage Group sessions and focus groups as required. Observe children and prepare, with parents, a detailed record of the child's current skills, using The Development Journal. Prepare a programme of activities to be practised by parent and child, including (a) agree the outcomes for the activities with the parents and other support professionals and (b) describe and record activities in detail in accordance with the Portage Programme. Monitor weekly progress through the home visit and prepare follow-up activities according to progress made during the previous week. Liaise with a range of other professionals and educational settings as required to support multi-agency work, consistent approaches across home and Early Years settings, and the transition into school. Attend regular team meetings as required with the Senior Portage Practitioner to present record of activities carried out, discuss any issues and identify next steps. Prepare and develop materials and/or equipment for the Portage Service. Use IT equipment and Smart Phones in order to undertake routine administrative work. Participate in staff development programmes as required. Understand and carry out responsibilities to ensure the safeguarding of children and their families who use the service and others they may meet. Understand risks and follow-up procedures to safeguard Home Visitors associated with lone working with family homes.			

JOB DESCRIPTION

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Be responsible for keeping up to date computerised records of all support provided and managing your own diary.	X	
Experience		
Experience working with children with disabilities/additional needs in a home-based setting would be advantageous.		X
Experience working within a multi-agency framework would be beneficial.	X	
Qualifications / Registrations / Certifications		
Complete the National Portage Association Portage Workshop.	X	
Hold relevant child development qualifications.	X	
Skills		
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		

JOB DESCRIPTION

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: