Kent County Council
Job Description: **Portage Practitioner**

Directorate: **Children, Young People and Education**

Unit/Section: **SEN Assessment & Placement**

Grade: **KR6**

Responsible to: **Portage Area Lead**

Purpose of the Job:

- Deliver Portage Pre-School Learning Groups and provide regular Portage Pre-school home learning sessions to an agreed number of young children with significant delayed development. Work collaboratively with parents/carers and other agencies to provide early education and support in accordance with the National Portage Association Guidelines and Kent's Portage Specification and local SEND arrangements.

- Work collaboratively with Specialist Teachers, Pre-school Settings, SENIF Practitioners and other professionals to support the transition and inclusion of children from home based and group interventions to Early Years Settings and/or School.

- To build effective, professional relationships with parents for them to feel confident to meet the needs of their child.

Main duties and responsibilities:

- Provide an initial assessment of a child's strengths and needs with specific reference to the Kent Portage Checklist and System. Keep records of each child's experiences and successes and facilitate joint assessments with other professionals where appropriate. Currently the contact is virtual support using MS teams.

- Deliver face to face or virtual Portage Pre-School Learning sessions for specific groups of children and when a child's Portage offer is Pre-School Learning Groups, to informally assess the child's needs within the group and use strategies that families can try at home.

- Independently prepare and deliver initial visits and home learning sessions, face to face or virtually as identified, for families at an agreed time on a weekly/fortnightly basis, establishing relationships where parents/carers feel confident and empowered to work closely with the Portage Practitioner. This would usually consist of 4 visits a day and three groups a week.

- Demonstrate good play techniques and devise and deliver individual Portage programmes for young children and vary these according to the responses of the child.

- Use service recording methods to support planning with families to deliver Portage and regularly review each child's progress every four months. Use the Portage System, Checklist and Profile to plan the aims for each child and use resources that reflect the aims selected to show the child's achievements.

- Make day to day judgements to prioritise visits under the direction and guidance of the Portage Area Lead.

- Participate and be involved in the organisation and delivery of other Portage events.

- Liaise with Pre-school providers and arrange Team Around the Child meetings, where relevant, to share the child's progress to support transitions.

- Contribute to Educational Advice for Statutory Assessment for EHC plans, LIFT, SENIF and MAP meetings and any other report processes as appropriate.

- Organise and prepare resources and equipment needed for allocated Portage Pre-School Learning Groups and Portage home learning sessions.

- Actively and effectively participate in Performance Management and supervision processes and maintain own professional development. Keep up to date with current Early Years Policy and practice, attending training events, meetings, conferences, etc.

The post holder must carry out their duties in accordance with the KCC Equal Opportunities and Diversity Policy Statement, the Children's Safeguards Policy, the Health and Safety Policy and the Service's requirements and standards.

Due to Covid-19 Portage support is now being delivered via online virtual sessions.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: **Portage Practitioner**

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	MINIMUM
QUALIFICATIONS	• Have a relevant professional qualification from Health, Education, or Social Care for working with young children and families at NVQ Level 3 or equivalent. • GCSE Level 5 English or equivalent. • Successfully completed the National Portage Association Portage Basic Workshop or willingness to undertake this. • To have completed the National Portage Association level 3 in Portage Practice or willingness to undertake this.
EXPERIENCE	• Have a proven commitment and expertise in supporting young children with additional needs and their families. • Self motivation and flexibility to be able to work independently and as part of a team.
SKILLS AND ABILITIES	• Good interpersonal and communication skills to build and maintain effective working relationships to contribute to working partnerships. • The postholder must be able to exercise tact and discretion when handling situations and the appreciation of the confidential nature of information is essential. • Well developed written communication skills. • Confident and competent in using ICT to record outcomes and use email, including data entry and report writing and deliver virtual sessions. • Good interpersonal and organisational skills with the ability to plan timetable, caseload, and traveling. • The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential with a range of heavy and/or bulky equipment. The role requires you to be mobile throughout a wide operational area around the county of Kent to ensure attendance at disparate meeting locations that are not readily serviced by the public transport system.
KNOWLEDGE	• Show a good knowledge and understanding of child development to be able complete a baseline assessment for each child.
BEHAVIOURS AND KENT VALUES	**Kent Values:** • **We are brave. We do the right thing, we accept and offer challenge** • **We are curious to innovate and improve** • **We are compassionate, understanding and respectful to all** • **We are strong together by sharing knowledge** • **We are all responsible for the difference we make**