Kent County Council
Job Description: *Portage Practitioner*

Directorate:	**Children, Young People and Education**
Unit/Section:	**SEN Assessment & Placement**
Grade:	**KSD**
Responsible to:	**Portage Officer and Portage County Manager**

Purpose of the Job:

To deliver high-quality early intervention and educational support to young children with significant developmental delays, in alignment with the Kent Portage Offer, local SEND framework, and National Portage Association Guidelines. The role involves implementing the Portage Blended Offer, working collaboratively with families, professionals, and Early Years provisions including nurseries, preschools, and childminders. Facilitating smooth transitions into education and through group and individual sessions, the practitioner will empower parents and carers with practical strategies to support their child's development and inclusion.

Main duties and responsibilities:

- Conduct initial assessments of each child's current skills, strengths, and areas of need, using the Kent Portage Assessment Checklist and other assessment materials as required.

- Record information electronically and maintain accurate electronic records detailing each child's strengths, needs, and progress over time sharing with the relevant services and child's parents/carers within set time scales.

- Conduct initial visits and deliver the Blended Offer, following the structured support packages as directed by the Portage Officers.

- Lead Portage group sessions tailored to identify cohorts of children, conduct informal assessments during group activities, and share practical strategies with families to support learning at home.

- Establish relationships with families, ensuring parents and carers feel confident and engaged in a collaborative partnership.

- Demonstrate a sound understanding of child development by delivering individualised Portage interventions, using appropriate strategies and resources tailored to each child's unique needs.

- Organise and maintain the toy and equipment store, ensuring resources are clean, safe, and fit for purpose. Identify and report items requiring repair or replacement and maintain cleanliness in all areas where equipment is stored.

- Use service recording tools to support collaborative planning with families, regularly reviewing each child's progress. Using the Portage System, Assessment Checklist, and Profile to plan individual aims, select appropriate resources that reflect the aims to demonstrate each child's achievements.

- Make day-to-day decisions under the direction and guidance of the Portage Officer, ensuring timely and effective support for families, travelling across the designated area as required.

- Participate and be involved in the planning and deliver other Portage events.

- Arrange chair and minute nursery transition meetings.

- Coordinate and lead joint sessions with relevant professionals for all children as required.

- During the meetings, to share strategies and ideas to support the child's transition, clearly explaining the Portage transition support available, and the Early Years Professional resource group process.

- Compete all transition paperwork and share with the relevant parties at the end of the intervention.

- Contribute to Educational Advice for JAM meetings for Statutory Assessment and EHC plans within the timelines set by LA.

- Provide updates to the Portage Officer (if applicable) for children known to the service where requests at PRG have been made.

- Deliver time-bound interventions allocated from the EY PRG/ECD as directed by the Portage Officer, complete all required PRG documentation in line with established guidance.

- Identify with Portage Officers those children who due to their developmental delay and medical needs are unable to access mainstream preschool education, meeting the criteria for in reach specialist support, completing the request as appropriate.

- Actively and effectively participate in Performance Management, supervision processes and team meetings maintaining own professional development.

- Keep up to date with current Early Years Policy and practice, attending training events, meetings, conferences as required.

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.

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

Kent County Council
Person Specification: *Portage Practitioner*

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

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

	CRITERIA
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 complete the Portage Practitioner Induction program.
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 managing situations and 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. • A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
KNOWLEDGE	• Show a good knowledge and understanding of child development to be able complete a baseline assessment for each child.
KENT VALUES AND CULTURAL ATTRIBUTES	**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 Our values enable us to build a culture that is:

	Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making