

# Job Profile

Position Details	
Post	Portage Visitor
Service Area	Children's Services/ Schools & Learning/ Special Educational Needs & Disabilities / Inclusion Service / Portage Team
Reports to	SEN Adviser for Early Intervention and Inclusion
Grade	SO1
Job Family	To be completed by HR

Role Purpose
<p><i>As a Portage Visitor you will work with families to help them develop a quality of life and experience, for themselves and their young children, in which they can learn together, play together, participate and be included in their community in their own right.</i></p> <p><i>You will do this by:</i></p> <ul style="list-style-type: none"> <li>- <i>Providing regular home visits with children under 5 who meet the Haringey Portage Criteria</i></li> <li>- <i>Running a weekly Stay &amp; Play Session for Children with Additional Needs</i></li> <li>- <i>Working in partnership with families and other agencies</i></li> <li>- <i>Supporting transition into school or pre-school settings</i></li> </ul>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Undertake initial Portage visits as required to inform parents/carers about the service model and agree whether to proceed with the Portage programme or whether to signpost families to alternative provision.</li> <li>2. Establish relationships where parents/carers feel confident and empowered to work closely with you, whilst maintaining professional boundaries. Offer families emotional and practical support and inform them of available services. Where appropriate, support them by making referrals.</li> <li>3. Undertake an initial assessment of a child's strengths and needs with specific reference to the Portage Checklist and develop records with families of their child's experiences and successes and facilitate joint assessments with other professionals where appropriate.</li> <li>4. Maintain accurate records on each child that include relevant data on the aims, content and outcome of each home visit and are meaningful to families.</li> <li>5. Help parents/carers to gain skills and confidence in their knowledge of child development and in their ability to play with and extend activities for their child.</li> <li>6. Develop resources and prepare/adapt materials for use with individual children.</li> <li>7. Act as nominated lead professional for families, organising and co-ordinating support plans and provision as required.</li> </ol>

8. Prepare regular progress reports on each child to contribute to multi agency review meetings where support plans are reviewed and updated, and as appropriate, contribute to Education Health and Care Needs Assessments.
9. Attend and contribute to any other multi agency meetings on individual families.
10. Work with other members of the Portage team to organise a run a weekly Stay and Play session for children with additional needs
11. Ensure Portage resources are kept in good condition for home lending
12. Liaise with other agencies and carry out joint visits to home and pre-school/school to support transition and inclusion.
13. Attend regular team meetings and participate in casework consultation under supervision
14. Attend relevant training as appropriate, to maintain professional development.
15 Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 in relation to child protection and safeguarding vulnerable adults, children and young people as this applies to your role within the Council. Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Qualifications</b> Level 3 qualification relating to child development	Essential
Successful completion or willingness to attend a National Portage Association approved Portage Workshop	Essential
Completion or willingness to complete the Portage Home Visitor Induction materials whilst working in a Portage Registered service	Essential
<b>Experience</b> A minimum of three years' experience of working with young children with additional needs and their families	Essential

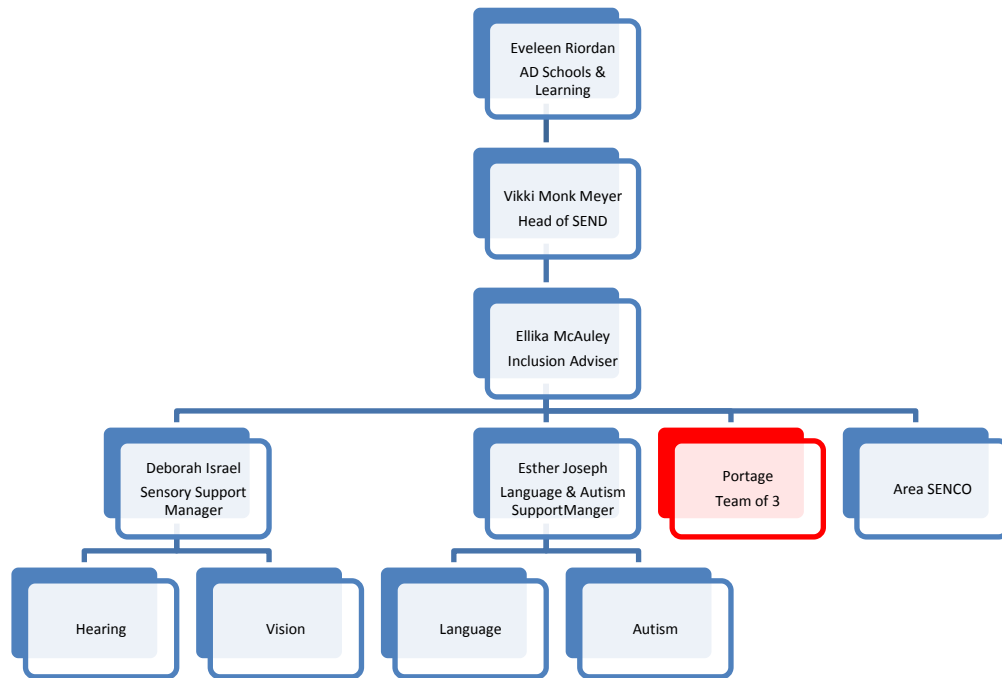
Experience in assessing the needs of a child with additional needs and their family	Essential
A minimum of six months experience of working in a Registered Portage Service,	Desirable
Experience of working with young children and their families from diverse cultural backgrounds.	Desirable
<b>Skills</b>	
Ability to communicate effectively verbally, write clear reports and provide clear assessments using a variety of communication methods	Essential
Ability to prioritise, plan, monitor and review work and work to deadlines and maintain up to date records	Essential
Ability to work as part of a team and independently	Essential
Ability to convene, chair and minute TAC/TAF meetings.	Desirable
Ability to establish effective working relationships with families	Essential
Ability to establish effective working relationships with a range of practitioners and professionals	Essential
Ability to reflect on practice and engage in supervision	Essential
Commitment to ensuring that the Council's policies (including Equalities and safeguarding procedures) are adhered to and that the organisational values are upheld.	Essential
<b>Knowledge</b>	
Knowledge and understanding of relevant statutory requirements and government guidance	Desirable
Competence in the use of ICT	Essential
An additional language to English is an advantage	Desirable
Knowledge of local and regional services and how to contact them	Desirable

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Families and Children</li> <li>2. Practitioners in the Integrated Service for SEND</li> <li>3. Health professionals</li> <li>4. Early Years settings and schools</li> <li>5. Voluntary and Third Sector organisations</li> </ol>

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure



## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				N/a
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	30%	Use of a computer.	yes	30%
Audio typing.			Crisis or conflict situations.	no	
Walking more than a mile.	no		Manual handling.	yes	10%
Working alone or in isolation.	Yes	70%	Working in confined spaces.	no	
Driving a car, van or minibus.	possibly	15%	Preparing or serving food.	no	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	no		Working in awkward positions, e.g. stooping, bending, reaching.	yes	50%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	no		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	no	
Regular and repetitive movements.	no		Working shifts / unsocial hours, nights.	no	
Outdoor work involving uneven surfaces.	no		Standing or sitting for prolonged periods.	no	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	no		Working at heights / on ladders, roof work.	no	
Teaching, or responsibility for, children.	no		Outdoor work involving extremes of temperature.	no	
Electrical hazards.	no		Control and restraint.	no	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
Children's toys
<b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>
No
<b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>
No
<b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>
Consumables resources for children's play (£1-2 per week)
<b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b>
Children's records – including the use of Mosaic Data System
Children's physical records
<b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:</b>
No