

Job Description

Department:	Education and Resources
Division/Section:	SENI Service
Job Title:	Early Years SEN specialist /Portage Home visitor
Post No:	010697
Grade:	7
Reports to:	Early Years SEN Specialist /Portage Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Early Years SEN Specialist Portage Manager] --> B[Early Years SEN Specialist Portage Home Visitor] </pre>
DBS Check applicable?	Basic Standard Enhanced X None
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? No
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	N/A
Job Purpose:	<ul style="list-style-type: none"> To home visit pre-school children with Complex developmental needs, disabilities or additional support needs, and their families referred to the Early Years SEN specialist and Portage Service. To set a programme of developmental targets in partnership with the

	child's parents/carer, using The Portage 'Model' of Practice.
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Main Duties and Responsibilities:

- To work individually as a Home Visitor and as a member of a team providing and promoting the Service.
- To work with parents/carers in partnership to support children with Complex developmental needs, disabilities/additional support needs.
- To work closely with the wider SENI team in promoting the full service offer.
- To liaise with other agencies concerned with the needs of similar client groups in order to facilitate the achievement of mutual goals and ensure that the needs of particular clients are met.
- To co-run a child/parents support group for children with complex needs
- To promote the Portage service (in accordance with the National Portage Association ethos) with partners and colleagues in order to ensure access for all children and families that could benefit.
- To support and act as key worker for designated clients as part of a multidisciplinary team.
- To engage and work collaboratively with local authorities and other multidisciplinary agencies, which may include Occupational Therapy, Physiotherapy, Health visiting Professionals, Children Centre professionals, etc.
- To promote dignity, choice and independence, supporting service users to maximise their potential and life opportunities.
- To use manual and computerised systems for the recording of confidential information, case records and data and ensure that all relevant records and documents are managed in accordance with policy and procedure. To initiate and update Early Help referrals to access the Early Support pathway for children with complex needs and their families (liquid logic system)
- To attend and contribute to reviews and participate in meetings, including those in a variety of settings, including family homes, Early Years Settings, hospitals and schools
- To be fully aware of the principles of safeguarding a range of vulnerable service users and ensure that your line manager is kept fully informed of any concerns.
- To work directly to a senior team member, particularly where a person's needs fluctuate between limited and complex support plan provision or work jointly with another team member where appropriate.
- To prioritise and manage a caseload with support from a senior team member.
- To visit service users in a range of locations, including their own homes, taking into account cultural and religious requirements.
- To carry out reviews following a period of support to identify service users' needs, and develop support plans taking into account eligibility criteria referring to more senior colleagues if required.
- To maintain accurate and up to date records in accordance with policies and procedures.
- To participate fully in supervision, appraisals and practice observations as part of professional development and support.
- To implement and work to agreed quality standards for the service, including standards which support equality and value diversity.
- To work independently and flexibly, including lone working and, at times.
- To be willing to travel between locations.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and</p>
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	vulnerable adults and expects all staff and volunteers to share this commitment.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:	02/01/2019	COMPLETED BY:	Sarah Bernard
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