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| |  | | --- | |  | | **Portage Early Education Worker**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Portage Early Education Worker  **Service Area: Stockport Family Start Well**  **Directorate: Services to people**  **Team: Stockport Portage Service** | Salary Grade: NJC 5 |
| **Post Reports to: Start well Team Leader (SEND)** | |
| **Main Purpose of the Job:**  Stockport’s Portage Service is an Educational and support service for Pre-school children with additional needs / disabilities and their families. Using the Portage model and their knowledge of Early Child Development, the post holder will support parents / carers to stimulate and enhance their child’s development in all areas and plan for early Educational support needs in order to ensure that the child is able to reach their full potential  The post holder will have an individual caseload of pre-school children who they will visit in order to receive intervention in their own homes and / or Early Years settings using the Portage teaching model and approaches as defined by the National Portage Association. The post holder will also be required to provide input to groups for Portage children and families. | |
| **Job activities:** **Summary of Responsibilities and Key Areas:**  **Aim and purpose of job**   * To work directly with an individual caseload of pre-school children with special educational needs and disabilities (SEND), and their families * To assess and identify educational support needs, plan and record intervention / strategies through targeted activities carried out during regular visits to the child’s own home / groups / and Early Years Setting, ensuring all work is recorded in line with relevant procedures * To establish and maintain positive, informative and supportive relationships with parents / carers providing information and advice on issues related to their child’s additional needs e.g. Assessment of their child’s presentation and needs, pre-school provision, signposting, relevant and timely support as appropriate * To monitor, and regularly review, in consultation with parents / carers, the child’s developmental progress highlighting strengths and areas for development * To prepare and monitor a SEND support plan for each child. To provide a range of suitable activities / strategies for parents / carers to carry out with their child in order to promote new and transferable skills / behaviours * To initiate and complete referrals to other services as required e.g. Educational Psychology Service, Occupational Therapy, Speech and Language Therapy etc. * To prepare regular progress reports and provide Educational Advice for SEN / EHC plans when required * To facilitate Portage groups for families as required   **Supervision and Management**   * To attend and participate in regular supervision with the Start Well Team Leader; and team meetings in accordance with National Portage Association policy and procedures * To maintain case notes for each individual child * To prioritise own work load and ensure deadlines are met      * To undertake training and participate in staff development programmes as relevant to the post * To participate in Risk Assessments and act in accordance with Health & Safety Policy and Procedure   **Partnership Working**   * To participate and represent the Portage Service in Tier 2 TAF (team around the family) /Tier 3 TAC (team around the child), and multi-agency meetings. To work with other professionals and agencies from Health, Education, Social Care and the Voluntary Sector, across all localities to collaboratively meet the needs of children and families      * To provide Early Years Foundation Stage (EYFS) curriculum differentiation advice, share SEND plans with Early Years settings including maintained and non-maintained, resourced nurseries, and other settings that children on the Portage caseload may attend or transition into * To prepare and assist a planned transition into Early Years settings by attending meetings and completing reports that outline children’s progress, strengths, learning strategies and additional classroom management needs * To provide Early Education input to multi-disciplinary assessments including the Child Development Unit (CDU) as required * To undertake any other such duties as related to the work of the Service appropriate to the post as may be assigned | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

**Portage Early Education Worker**

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Relevant level 3 qualification or above in early education and childcare | Essential |
| Experience of working with pre-school children and /or children with developmental differences/ disabilities | Essential |
| Experience of devising individual programmes for children and recording / monitoring progress / report writing | Desirable |
| Experience of supporting and working with families individually /group settings. | Essential |
| Detailed knowledge of Early Child Development / Early Years Foundation Stage / Early Support Materials | Essential |
| Experience of multi-agency working | Desirable |
| Ability to work independently and as part of a team | Essential |
| Ability to manage own time effectively | Essential |
| Ability to communicate effectively with children, parents, and professionals both verbally and in writing. | Essential |
| Ability to use technology e.g. computers/ email/ mobile phone/ photocopier | Essential |
| Current Driving licence  Alternative arrangements will be made for disabled applicants | Essential |
| Able to understand and apply Stockport Councils Safeguarding policy | Essential |
| Able to understand and use restorative approaches in everyday practice | Essential |
| Understands and actively supports Stockport Councils diversity and equality policy. | Essential |
| Able to meet Stockport Council’s standard of attendance. | Essential |
| Has a willingness to be flexible in a changing environment | Essential |
| The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |

**ESSENTIAL CAR USERS**

**This post has been assessed by the recruiting manager as eligible to receive essential user car allowance.  Please note that in order to continue to receive essential user allowance you will need to meet the Council’s criteria which includes undertaking frequent journeys and usually driving at least 2000 business miles per year.  The allowance will be subject to regular review and can be removed by the issuing of 3 months’ notice.**

**Please note that it is a Condition of Service that your car is appropriately insured for business purposes before it is used in connection with carrying out your duties.**

**If the allowance is withdrawn in the future, you will no longer be required to provide a car for business purposes, although if you continue to voluntarily use your car you will be able to claim casual user car allowance and the business insurance provision will continue to apply.**