

Job Description

For Positions within Education

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	IDS 0-3 Portage Child Development Adviser (Full time, term time only)	JEID	LO129
Salary Grade:	Scale I		
Organisation / School:	SEND and Inclusion, Integrated Disability Service, 0-5 Team		
Primary Location:	IDS base in the North, currently Kings House, Bedworth.		
Political Restriction	This position is not politically restricted.		
Responsible to:	IDS 0-5 Service Manager		
Responsible for:	Providing specialist early intervention, support and advice for children aged 0-3 with SEND and their families. This will include Portage Home Visiting and transitional support/training into childcare settings, particularly for children with physical disabilities and manual handling needs.		

Role Purpose

The successful candidate will assist providing home learning to children under 3 with SEND using the Portage model. They will assist in the successful transition into childcare and early years education.

Role Responsibilities

MAIN DUTIES & RESPONSIBILITIES:

- Supporting children identified with SEND (Code of Practice 2015) through Portage Home Visiting and carefully planned transitions into pre-school settings.
- Providing written reports and casework information for families, Early Years providers and multi agencies. Where appropriate, contributing advice to Statutory and/or multi-disciplinary assessments.
- Supporting families of children with SEND, involving attending regular review meetings and home visits. If appropriate, working with other Early Years professionals to provide specialist support and training groups for families who have children with SEND.
- Working co-operatively and effectively with families, all personnel within IDS, and multi-agencies.
- Complying with Service Policy on safeguarding, staff conduct, confidentiality and record keeping.
- Undertaking other duties as may reasonably be requested by the Service Manager.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

At least Level 3 EY qualification. In additon further qualifications including Portage Qualification, or willingness to train in Portage.	A,D
Successful Early Years SEND Experience with a commitment to further professional development.	A, I
A sound understanding of Child Development and the Early Years Foundation Stage Curriculum	A,I
A sound knowledge of recent national guidelines and legislation relating to Early Years SEND and inclusion	A,I
Successful experience of working with a variety of relevant agencies and the confidence to work with practitioners across a range of settings across EY provision	A,I
Successful experience of working with families of children with SEND as a reflective practitioner with high expectations	A,I
High expectations of children with SEND, with the ability to support families and/or practitioners in planning towards effective and meaningful outcomes	A, I
An effective communicator with good written and spoken English, as well as the ability to establish effective relationships with children, young people, families, Early Years Practitioners and other professionals	A,I
The ability to work both within a team and also independently, organising time and meeting deadlines, showing a willingness to be flexible in coping with rapid changes and, at times, unpredictable circumstances	A,I
Proven, confident ICT skills	A I
Know and comply with the current legal requirements, national policies and guidance on the safeguarding of the well-being of children and young people	A,I
The ability to travel effectively across the whole county.	A,I

Desirable Criteria

Assessed By:

Additional qualification(s) in SEND	A,D
Recent experience of SEND training delivered	A
Knowledge of observation and assessment materials and strategies, appropriate for use with children within the EYFS	A,I
Experience of working within the Early Support framework	A
Knowledge and experience of using visual support to assist childrens' learning	A
Knowledge of observation and assessment materials and strategies, appropriate for use with children within the EYFS	A

Experience of working with / running parent groups	A
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We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Criminal Records Bureau (CRB) Disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to	<input type="checkbox"/> Regular work with respiratory irritants/ allergens

noise above action levels)		(exposure to dust, fumes, chemicals, fibres)	
<input type="checkbox"/> Work requiring respirators or masks		<input type="checkbox"/> Work with vibrating tools/ machinery	
<input type="checkbox"/> Work involving food handling		<input type="checkbox"/> Work with waste, refuse	
<input type="checkbox"/> Potential exposure to blood or bodily fluids		<input checked="" type="checkbox"/> Face-to-face contact with members of the public	
<input type="checkbox"/> Other (please specify):			