



Job description			
Job title	Early Years Portage Practitioner		
Grade	Grade G		
Directorate	Children's Services		
Service/team	Early Years		
Accountable to	Early Years SEND Senior Practitioner		
Responsible for	N/a		
JE Reference	A4791	Date Reviewed	May 2025

Purpose of the Job

Knowsley Early Years Service works to build capacity within children, families, and communities through the provision of high-quality accessible universal services and a preventative Early Help offer that will start to break the intergenerational cycles of disadvantage and dependency. Knowsley Early Years will ensure every child grows up in a nurturing environment, with access to public service support helping children to fulfil their potential as they move into primary and secondary education.

As a Portage Practitioner you will work to the principals of the National Portage Association, meeting continued registration requirements. Provide an Educational Home Visiting service for pre-school children with additional needs and/or disabilities working in partnership with parents/carers and other agencies using the Portage Model.

Duties and Responsibilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken: -

1. To deliver Portage Home Visits to a number of families, as agreed with the Early Years SEND Senior Practitioner on a weekly, fortnightly or monthly basis and for an agreed period of time.
2. Attend National and Regional Portage meetings and Study Days for Continuing Professional Development.



3. To initiate Early Help Assessments and be the Lead Practitioner when appropriate. To contribute to the development of Education, Health and Care Plans.
4. To assist the Early Years SEND Senior Practitioner with the regular reviews of families receiving a Portage Service.
5. Deliver targeted Portage groups for children and their families on the Portage waiting list.
6. To liaise with other agencies within the Local Authority, Health, Voluntary Sector, and other key stakeholders to create links between them, parents and practitioners, which will be mutually beneficial towards raising of educational standards.
7. Assess children using the Portage Checklist and other appropriate assessments.
8. To access and contribute to regular supervision and practice meetings.
9. To maintain a qualitative and quantitative monitoring/evaluation system.
10. To support parents making an application and give written advice for the EHCP for children with special needs, following the SEND Code of Practice making appropriate recommendations for suitable placement when requested by Inclusion team.
11. To support transition from home to early years setting/school, liaising with headteachers, managers, staff and parents.
12. Co-ordination of the delivery of extra service initiatives.
13. To uphold equal opportunities in employment, in advice and in service delivery.
14. To develop the full facilities of all information technology this will include the retrieval, analysis and presentation of information.
15. To coordinate a family led intervention by professionals involved with children under 5 with SEND to ensure families have the appropriate emotional support.
16. To participate in learning and development activities as required.
17. Fulfil personal requirements where appropriate with regard to organisational policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the organisation's core values.



18. Abide by the objectives and targets of the organisation, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
19. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
20. To work flexibly to meet the needs of the service. This will include working from any service base as required as well as some early mornings, evenings and weekend work which may take place in service-users' homes. All staff within the service may be required to work across the whole of the Borough.
21. To undertake relevant training to ensure the Council's Emergency Rest Centre (provision of childcare) Plans are effective; and to participate as required in the delivery of an Emergency Rest Centre as directed by Council's Risk and Resilience Manager.
22. Other duties commensurate with the grading of the post as determined by the Integrated Early Years Service Manager.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.
- To be proactive and up to date with the detail of risk assessments and support plans relating to individuals within the service, the activities, and the environment.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.