



## Role Profile

<b>Job Title:</b> Manager of Swindon Portage Service	<b>Role Profile Number:</b> PCDH65
<b>Grade:</b> R <b>Salary:</b>	<b>Date Prepared:</b> April 2020
<b>Directorate/Group:</b> Children's Services	<b>Reporting to:</b> Integrated Service Manager
<b>Structure Chart attached:</b>	

### Job Purpose

- To lead, develop and manage the Portage Service so that a high quality education and key worker support are provided to families of Children with SEND.
- Contributing to the strategic planning for children with SEND within Swindon Borough Council.

### Key Accountabilities

#### 1. To manage the Portage service:

- Writing and implementing the Service Business Plan to deliver Directorate aims and those identified as key to the current needs of the service.
- To gather and analyse relevant data to inform future business planning.
- To manage the Portage finances, being responsible for administering and monitoring of the Portage expenditure and arranging for the purchase of equipment necessary to the service within budget. To deliver monthly budget monitoring using the borough's finance package.
- Working closely with, giving supervision and support to the Portage and Special tots team in order to deliver a high quality service to required standards.
- Ensuring all standards are maintained in relation to GDPR.
- Providing supervision fortnightly, completing appraisals and making arrangements to meet the needs of Portage staff in line with service development plan.
- To provide in house training to staff and volunteers as required.
- Supervising and Supporting the Portage Administrator and ensuring the efficient performance of administrative duties.
- Receiving referrals to Portage and presenting these for weekly discussion with the team.
- Being available for initial and joint visits with other Portage teachers and professionals.
- Overseeing the submission of advice for statutory assessments as requested on time.
- To act as lead professional when required to enable the support of children with SEND and their families.

2. To supervise the organisation of the Special tots playroom:
  - To give support as required to ensure that the setting meets Ofsted standards, including providing cover in the playroom, carrying out developmental assessments etc.
3. To act as designated safeguarding lead and oversee all safeguarding decisions
4. To liaise with other professionals including:
  - schools according to the Swindon Portage procedures
  - preparing and presenting talks and courses to other under 5's groups, schools and associated professionals
  - attending all relevant meetings on behalf of the Portage team
  - Attending necessary meetings with other agencies and professionals so that information is shared and families supported
5. To contribute to the development of the SEND Policy and strategy, monitoring and evaluation.
6. Attending any relevant or necessary training/meetings related to the effective management of the service.
7. To adhere to integrated guidance on information sharing.

### **Supplementary Accountabilities**

- To work with other Managers within the Saltway Integrated disability team

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

#### Essential:

- Substantial post registration experience
- Portfolio of continuous professional development and experiences relating to early years, special needs or home visiting
- Working experience and knowledge of EYFS
- Understanding of the Portage model, preferably having completed a Basic Portage Workshop
- Knowledge of child development
- Knowledge of current Legislation within Local Authority e.g. Children and Families Act 2014, SEND Code of Practice 2014
- Experience of working with parents in partnership
- Understanding of the need to respect and value the every day lives and uniqueness of every family

- To be aware and understand the safeguarding of children and procedures
- Excellent organisational skills regarding the planning and delivery of work
- Ability to use IT to write reports and maintain records meeting service deadlines
- Excellent listening skills
- Excellent communication skills both oral and written with parents, children and professionals
- Understanding of the need to work to standards of confidentiality within the service

Desirable:

- Experience of managing a service working with Disability, including developing service plans
- Understanding of Lead Professional role
- Strategies to support children with varied special needs e.g. signalong PECS
- Knowledge of the principles and practice of effective integrated working
- Knowledge of the principles of the Early Support Programme

### **Qualifications**

- Qualified teacher, EYPS or Registered Qualified Professional ie Social Worker with experience of Special Educational Needs

### **Decision Making**

- Responsible for making decisions relating to the delivery of the service plan and the staff within the service.
- Responsibility for managing the finances within the budget
- To be responsible for decisions in relation to safeguarding
- The ability to assess situations and make informed judgement and decisions promptly based on relevant legislation and best practice
- To be able to help schools and settings manage inclusion more effectively by offering sound advice, practical support and appropriate strategies
- Self evaluate learning needs and actively seek learning opportunities
- To recognise own limitations and seek advice when needed

### **Creativity and Innovation**

- Ability to keep abreast of National and local initiatives affecting Early Years and instigate service response that takes these into account
- To strive for year on year improvements in service delivery through creative use of existing staff and budget
- To enable teachers and practitioners to feel more empowered with their work, through offering stimulating and creative ways of supporting children with disabilities and /or special educational needs

<p><u><b>Job Scope</b></u></p> <p><b>Number and types of jobs managed</b>  1 Special tots teacher (QTS)  3 portage home teachers  1 admin  1 play leader</p> <p><b>Typical tasks supervised/allocated to others</b>  Supervision of volunteers  Supervision of teachers and responsibility for delivery of EYFS</p>	<p><b>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes - £151.000</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Ability to form good working relationships with schools, settings, other professionals, parents, carers and children.
- Work constructively as part of a team understanding roles and responsibilities and own position in the team
- Work collaboratively with colleagues and other staff.
- Communicate sensitively and clearly to a high standard both orally and in writing for a variety of audiences.
- To work as part of a team, willing to discuss cases and share ideas.
- Ability to work within an integrated multi disciplinary context and make a positive contribution.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Ability to deal with sensitive situations with parents and families
- Deal with sensitive issues in a confidential and empathetic manner
- Deal with difficult situations and or individuals in a calm fair but effective manner
- Dealing with parents who may be stressed due to diagnosis of child’s condition
- The nature of the job sometimes means that children become increasing unwell or die
- Ability to work flexibly and respond to the needs of the team and families.
- Visiting schools, settings and other buildings within the borough
- Manual handling of equipment and children
- Full drivers licence/access to a car for use at work

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	