

Barnet Education and Learning Service



Virtual School Caseworker

Barnet Education & Learning Service (BELS)

Closing date: 12th December 2024

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Welcome to Barnet Education & Learning Service (BELS)

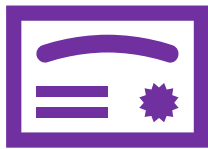
About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

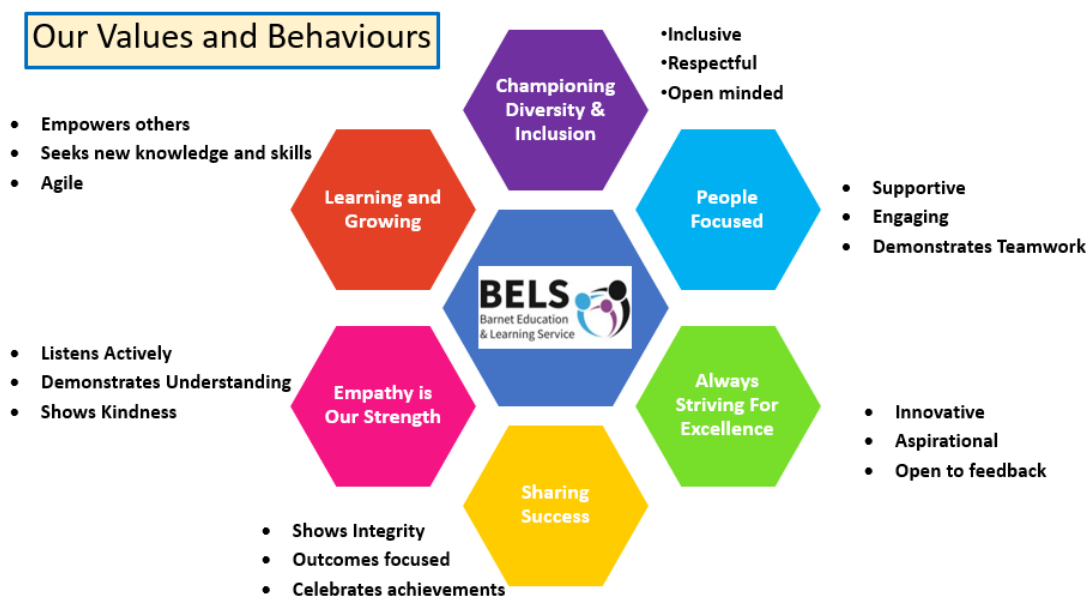
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.



Contact Officer: Sarah Deale

Department: Virtual School

Telephone:

Dear Applicant,

Post: Virtual School Caseworker

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk/Recruitment/Barnet-Education-&Learning-Service-London)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

The closing date for applications – 12th December 2024 1.30pm

Interviews will be held – week beginning 16th December 2024

If you would like to discuss this position on an informal basis, please contact me at: sarah.deale@barnet.gov.uk

I look forward to receiving an application from you.

Yours faithfully

Sarah Deale
Headteacher
Barnet Education and Learning Service
Barnet Virtual School
2 Bristol Avenue, Colindale, NW9 4EW
Email: sarah.deale@Barnet.gov.uk
Tel: 020 8359 5667

Advert

Job Title: Virtual School Caseworker
Permanent Contract - All Year Round
Hours: 36 hours per week
Salary: £41,442 - £44,331 per annum fully inclusive
Expected Start date: January 2025 or asap
Location: 2 Bristol Avenue, Colindale NW9 4EW

This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to schools and settings and most of all, our children.

Have you got what it takes to improve educational outcomes for looked after children?

Would you like to support young people to build positive and stable futures for themselves?

Do you want to work within a creative and innovative team that makes a difference to young people's life chances?

Then this might be the role for you!

The case worker will play a central role in supporting the educational outcomes for our looked after young people - Your role will be to enable looked after young people to achieve the very best educational outcomes and high aspirations. This includes supporting the wider network with meeting their statutory responsibilities to ensure that education is prioritised in all care planning. Duties will be varied and will include liaising with schools, colleges and other educational settings, working with social workers and carers and coordinating bespoke support for those children with the most complex needs. It will involve taking a lead role in ensuring Personal Educational Plans are completed with clear outcomes and actions. The role will also include supporting enrichment opportunities that take place after school and occasionally during school holidays and weekends.

The successful candidate will have:

- Experience of working with young people preferably in an education or social care setting
- Strong organisational skills with meticulous attention to detail
- An understanding of education and how schools/colleges work
- The ability to form good relationships
- Highly effective written and verbal communication skills
- The ability to deal with complex matters efficiently and to tight deadlines and to prioritise plan and organise their own workload

As well as this, we are looking for someone who is calm, warm and approachable with a good sense of humour and the ability to be flexible in the face of a changing workload!

Due to the nature of the work, the successful applicant will be required to work flexibly. A current driving licence and the use of own vehicle would be helpful but not essential. An enhanced DBS is essential.

Successful candidates will be joining a creative and highly skilled team that is well-regarded and valued by schools and services across Barnet. You will benefit from a supportive senior leadership team committed to promoting the wellbeing of staff and work-life balance, ongoing training and development.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

For more information about our team, look on our website: [Home | Barnet Virtual School | London Borough of Barnet | England](https://www.bels.org.uk)

For an informal discussion about the post, please contact: sarah.deale@barnet.gov.uk

The closing date for applications – 12th December 2024 1.30pm
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Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

Section A: Specific Role Profile

Service:	Barnet with BELS
Employer:	BELS
Location:	Colindale
Job Title:	Virtual School Caseworker
Grade:	SCP 29-32
Reports to:	Head of the Virtual School

1. Purpose of Job:

The post holder will fulfil an important role within Barnet and as part of the Virtual School Team be responsible for ensuring that the council fulfils its statutory responsibilities to promote the educational attainment of children in care. As part of the Virtual School Team the caseworker will assist professionals in developing, promoting and implementing strategies to improve the educational attainment of children who are in the care of the Local Authority. The caseworker will provide support, advice and challenge to social workers, carers and school staff order to identify barriers to children in care achieving in education and develop strategies to improve their educational attainment. The caseworker will use a high level of technical knowledge in relation to all aspects of education, including Special Education Needs, exclusions and behaviour management.

This is a key role in ensuring that Barnet's education commitment to children in care remains paramount.

2. Key accountabilities/duties/responsibilities:

- To be responsible for a caseload and ensure the continued educational improvement of Barnet's children in care. This would include making arrangement for the monitoring and support of children in care and ensuring their needs are met and that the pupils follow an appropriate educational programme.
- The caseworker will have primary responsibility for ensuring that all children will be linked to a school or alternative programme of education and be expected to function at a high level to engage with and challenge head teachers and teachers in schools
- Support the development and lead the Designated Teachers network within a specific group of schools. The caseworker will ensure that all meetings are minuted and all data collection for young people on the caseload is of primary importance as is understanding and setting the levels of progress in consultation with the schools and the Deputy Head Teacher
- Caseworkers will routinely attend Looked After Child Reviews, Professionals Meetings, Strategy Meetings and where appropriate provide advice and guidance to Youth Offending caseworkers to ensure that the caseworker plays a key role as part of the Team Around the Child.
- Assist social workers, school staff and carers to ensure that Children in Care have an effective, up to date Personal Education Plans (PEPs) in line with statutory obligations. Provide high quality advice and information for social workers, carers and teachers involved in the compilation of such plans.

- To manage the review process of PEPs and critically evaluate the effectiveness of their arrangements.
- To monitor all Barnet's children in care who do not have access to an education placement. Devise and pursue plans in liaison with key professionals to ensure all such children gain access to education with minimum delay. Make contact with key personnel in the council's Family Services Delivery Unit and schools in order support and challenge professionals and overcome situations where children are not receiving appropriate education for unnecessary periods of time.
- Gather qualitative and quantitative information and data on all schools and educational placements attended by children in public care and record this on appropriate databases.
- Assist the Head Teacher with training to professionals, including carers, teachers and social services staff and to develop effective working relationships with all professionals. Assist the manager with the organisation and administration of events such as conferences and award ceremonies.
- Implement and monitor with the Head Teacher of strategy to oversee school attendance levels of children in care to allow prompt action to be taken should any young person miss significant amounts of schooling.
- To understand and implement the council's and BELS's policy of Equal Opportunities in employment as well other relevant BELS and council policies and schemes.
- To ensure that effective records are maintained with all due reference to legislation and issue of confidentiality and accuracy.
- To provide statistical, management and financial information as required in relation to both the caseload and the service.
- To perform such duties as may be required by the Head Teacher consistent with overall job purpose and to meet the exigencies of the service.

These duties may be varied from time to time to meet the needs of the service.

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the BELS' and the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

The job holder may be required to travel outside of Barnet, and work in venues outside of the borough due to placements outside of Barnet.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation

5. BELS's Commitment to Equality

To deliver BELS's commitment to equality of opportunity in the provision of its service. All staff are expected to promote equality in the workplace and in the services BELS and Barnet council delivers. We put our citizens at the heart of everything we do, lead by example and take pride in serving public well.

Person Specification

Knowledge, training and experience
<ul style="list-style-type: none"> • Minimum of two years' experience of teaching or working in a related field with children and young people in an education or social care setting • Degree level qualification preferably in an education discipline
Skills
<ul style="list-style-type: none"> • Effective communication and presentation skills and an ability to build constructive relationships with a diverse group of clients and professionals • Knowledge and understanding of relevant education and social care legislation and policy relating to children in public care. • Ability to identify and record evidence of progress (outcomes) by children • Experience and proven capability in the use of IT systems. • A high level of organisational skills with a proven ability to prioritise and balance a challenging workload • Experience in compiling reports for a variety of audiences and evidence of ability to meet deadlines • Appropriate understanding and approach to children's development • Effective team member • Non-judgemental approach • Clear professional boundaries • Being a reflective practitioner • Chair meetings • Support track and monitor children access • Liaise with professionals, families, senior managers and difficult audiences
Initiative and Innovation skills
<ul style="list-style-type: none"> • Able to listen, acknowledge what is needed and respond promptly and appropriately • The ability to plan and future needs • Seek regular customer feedback on how the service is received and make improvement where is needed.

Key Details

Reporting to: Sarah Deale

Contract: Permanent

Salary: £41,442 - £44,331 per annum fully inclusive

Location: Colindale

Annual Leave

Your annual leave is based on the grade and years of continuous service. Upon their start, employees will be entitled to **27** days plus 8 Bank Holidays per annum – pro-rated for part timers and this would increase with service up to **30** days.

Flexible and Hybrid Working

This is a full-time post. Commitment to flexible and hybrid working is essential.

Voluntary Pension Scheme – Non-Teachers

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

Please note:

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

Application Process

The closing date for applications – 12th December 2024 1.30pm
Interviews will be held – week beginning 16th December 2024

Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk) .

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

It is important that you complete ALL sections of the application form.

Next Steps

If you are selected for interview, we will contact you by email and/or text message.