

Barnet Education and Learning Service



Education Welfare Officer

Barnet Education & Learning Service (BELS)

Closing date: Wednesday 27th November 2024- 5pm

Contents

Page 3: Welcome to Barnet Education & Learning Service (BELS)

Page 4: Letter to applicants

Page 5: Advert

Page 7: Job Description

Page 9: Person Specification

Page 12: Key Details

Page 13: Application Process

Welcome to Barnet Education & Learning Service (BELS)

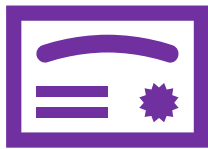
About Us

<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.

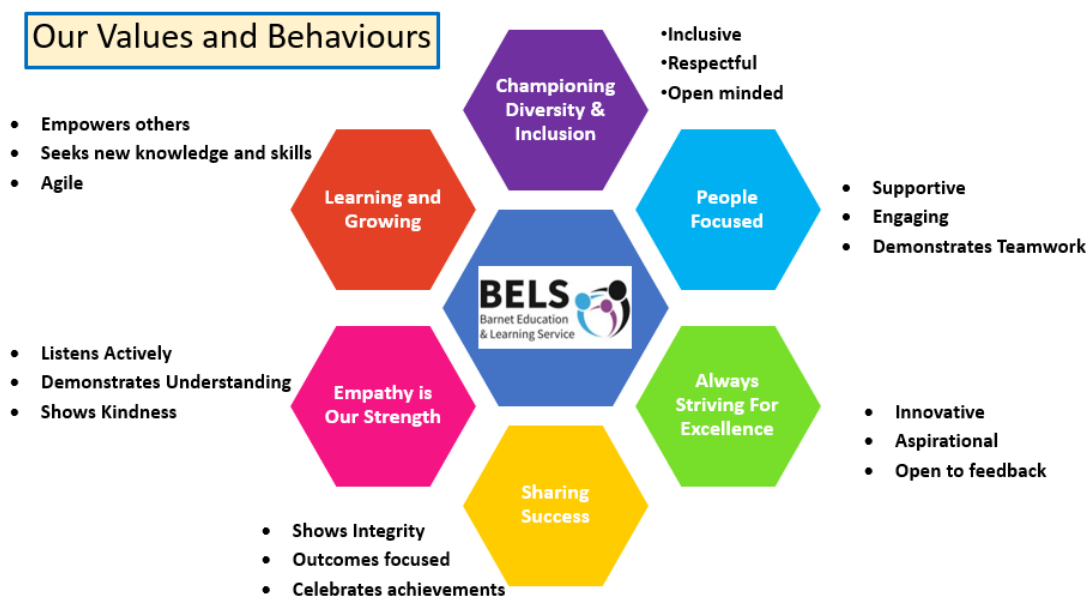
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes 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: Lauren Jefferson
Department: Education Welfare Team
Telephone: 0208 359 3109

Dear Applicant,

Post: Education Welfare Officer

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)

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

The closing date for applications – 27/11/2024 at 5pm
Interviews will be held – 04/12/2024.

If you would like to discuss this position on an informal basis, please contact me at: Lauren.Jefferson@barnet.gov.uk or 0208 359 3109. Or if you would like to talk to someone else in our team please email: EWT@barnet.gov.uk

I look forward to receiving an application from you.

Yours faithfully

Lauren Jefferson
Education Welfare Team Manager
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: lauren.jefferson@barnet.gov.uk
Tel: 02083593109

Job Title: Education Welfare Officer
Term time only, fixed term, Part Time contract until July 2025
Hours: 21.6 (3 days - 0.6 FTE)
Salary: £37,536 - £40,755 per annum fully inclusive (pro rata)
Actual Salary: £19,458.07- £21,126.75 PA
Additional allowances: Essential Car User Allowance.
Expected Start date: Immediate

The Education Welfare Team is looking for a candidate that enjoys a fast-paced environment and is comfortable with no two days being the same, if you work well when faced with challenges and feel you could support children and schools to reduce barriers with attendance, then we want you to apply.

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.

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, you can view our local offer page here: [Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](https://www.thisisfocus.co.uk)

For an informal discussion about the post, please contact:

Lauren Jefferson

Lauren.jefferson@barnet.gov.uk

02083593109

Closing date for applications: 27th November 2024- 5pm

Interview date: 4th December 2024.

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

JOB DESCRIPTION

Service:	Barnet Education and Learning Service
Location:	Colindale Offices
Job Title:	Education Welfare Officer
Grade:	SCP 24-28
Post No:	

2.0 REPORTING ARRANGEMENTS

2.1 Reports to the Senior Education Welfare Officer.

3.0 CONTEXT AND PURPOSE OF JOB

3.1 The essential purpose of the position is the promotion of good school attendance, supporting schools in dealing with for poor attendance according to the level of support purchased.

3.2 Managing the flow of work and frequency of visits in accordance with the schools' contract with us and responding to the requirements of individual schools and their needs.

3.3 Ensure that schools receive a dedicated service focused on their needs such that feedback is positive

4.0 PRINCIPAL ACCOUNTABILITIES

4.1 WORK WITH SCHOOLS

4.1.1 Advise the schools on strategies to promote the regular and punctual attendance of all pupils and assist with implementation of those strategies.

4.1.2 Advise the school on systems, which monitor attendance and punctuality and assist with the maintenance of such systems.

4.1.3 Identify groups of pupils who may benefit from early intervention and deliver appropriate sessions of work.

4.1.4 Undertake casework with families to challenge and support them.

4.2 WORK WITH FAMILIES

4.2.1 Assess the circumstances leading to poor school attendance.

- 4.2.2 Guide and challenge parents in a timely manner.
- 4.2.3 Plan action with the child, family and school, involving specialist agencies if necessary, aimed at re-establishing regular attendance.
- 4.2.4 Support the child and family in reviewing strategies within the home that can re-establish school attendance.

4.3 WORK WITH MULTI-AGENCY SAFEGUARDING HUB (MASH)

- 4.3.1 Provide education advice and support to the MASH, the borough's central point for processing safeguarding concerns.

5.0 WORK WITH OTHER SERVICES AND AGENCIES, INCLUDING CHILD PROTECTION WORK ON BEHALF OF SCHOOLS.

- 5.1 Attend and contribute to multi-agency meetings and child protection case conferences when appropriate.
- 5.2 Be familiar with child protection procedures and give advice to head teachers and school staff.
- 5.3 Liaise with the Specialist Education Welfare Officers for Looked After Children and Children Missing from Education.
- 5.4 Work together with Social Workers and staff from health and other agencies to provide a service to families with children experiencing difficulties with their attendance at school.

6.0 WRITTEN AND ADMINISTRATIVE WORK

- 6.1 Keep accurate and confidential files.
- 6.2 Undertake correspondence.
- 6.3 Prepare detailed reports for the Magistrates' and Family Courts and for other purposes, by making use of available systems.

7.0 LEGAL FRAMEWORK

- 7.1 With support from the Courts' Officer, provide evidence for legal proceedings under the Education Act 1996 against parents to fail to ensure their children's regular attendance at school.
- 7.2 Provide reports so that the Local Authority can apply to the Family Proceedings Court under the Children Act 1989 for Education Supervision Orders in respect of children who are failing to attend school regularly

8.0 SUPERVISION, TRAINING AND DEVELOPMENT

- 8.1 Prepare for and take part in regular supervision sessions with a senior colleague to ensure effective performance management, as incorporated in the Education Welfare Team Plan.
- 8.2 Attend Whole Service Meetings for the purposes of monitoring, evaluating, and disseminating good practice.
- 8.3 Take part in identified training days.

9.0 PROMOTION OF CORPORATE VALUES

- 9.1 Ensure standards of customer care are met in accordance with the Council's Statement of Values. Be aware of the Corporate Plan and how it affects the section.
- 9.2 Ensure that a high level of confidentiality is maintained in all aspects of work.

10.0 FLEXIBILITY

- 10.1 In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

11.0 OPERATIONAL REQUIREMENTS

- 11.1 There is an expectation that all staff in the Education Welfare Team will be available for work during school term times. Apart from occasional days, with the agreement of the Education Welfare Team Manager, the Education Welfare Officer will be expected to take Annual Leave during school holiday times.

PERSON SPECIFICATION

Service:	Barnet Education and Learning Service
Location:	Colindale Offices
Job Title:	Education Welfare Officer
Grade:	SCP 24-28
Reports to:	Senior Education Welfare Officer

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Experience relevant To post	E	Experience of working with young people	A/I
	E	Experience and understanding of the education system	A/I
	D	Experience and understanding of local government and other public services as they relate to children and families	A/I
Competencies and Special aptitudes	E	Good interpersonal, oral communication skills.	A/I
	E	Interviewing, assessment and negotiation skills.	A/I
	E	Able to demonstrate problem solving skills	A/I
	E	Understand the problems experienced by young children, especially those in crisis	A/I
	E	Able to work alone under own initiative	A/I
	E	Able to work as a team member	A/I
	E	Able to demonstrate a commitment to multi-partnership work	A/I
	E	Able to deal with stressful situations in a physically and emotionally demanding job	A/I
	E	Able to organise workload and appointments	A/I
	E	A high standard of literacy with the ability to produce clear concise written reports and convey information accurately	A/I
	E	Good administrative and record-keeping skills	A/I
	E	Good standard of computer and word processing skills.	A/I

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Knowledge relevant to job	E	Demonstrate an understanding of the need to work within a statutory framework	A/I
	E	Prepared to appear in Court and able to command the confidence of the court Able to be based at designated schools within the borough	A/I
	E		A/I
Education	D D	Higher Education Relevant professional qualification	A A
Training	E	Able to accept and understand the need for training and supervision	A/I
Special job requirements	E	Able to undertake occasional evening work after consultation with the Education Welfare Team Manager Possession of a full, clean driving licence and access to daily use of a vehicle	A/I
	E		A/I
			A/I
Commitment to council's Aims and Values	E	Demonstrate an understanding of and commitment to equal opportunities, anti-discriminatory practice and the need to work non-judgmentally.	A/I
	Key: E = Essential D = Desirable		Key: A = Application Form I = Interview T = Test

Compiled/Reviewed by	CARL FOFIE
Date	13/11/2024

Key Details

Reporting to: Senior Education Welfare Officer

Contract: Fixed Term, Part Time Term Time Only

Salary: SCP 24-28

Location: Colindale

Allowances

- Essential Car Allowance

Flexible and Hybrid Working

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

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:

As BELS is not a Local Authority, the company does not come under the Modification Order and therefore does not recognise continuous service of employment from other Local Authorities/schools. Your continuous service will start on the date you join the organisation.

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

Closing date for applications: 27/11/2024 at 5pm

Interviews will be held on: 04/12/2024

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.