

# Barnet Education and Learning Service



## Job Title: SEN SUPPORT OFFICER (PHASE TRANSFER)

**Barnet Education & Learning Service (BELS)**

**Closing date: 29<sup>th</sup> January 2025- Midnight**

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## Welcome to Barnet Education & Learning Service (BELS)

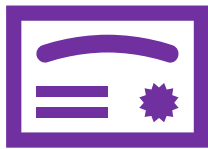
### About Us

<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.

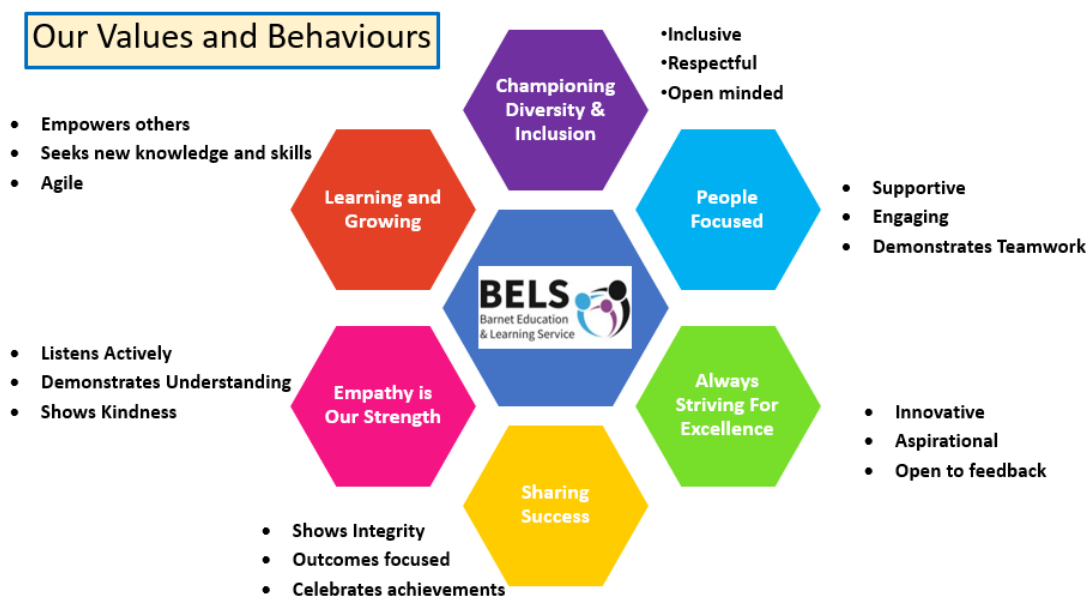
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes 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: Feray Souleiman**  
**Department: SEN Assessments and**  
**Placements Team**

Dear Applicant,

**Post: SEN SUPPORT OFFICER (PHASE TRANSFER)**

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](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

**The closing date for applications – 29/01/2025- Midnight**  
**Interviews will be held – 05/02/2025**

If you would like to discuss this position on an informal basis, please contact Feray Souleiman at [Feray.souleiman@barnet.co.uk](mailto:Feray.souleiman@barnet.co.uk)

It is important to us at BELS that our organisation reflects all members of our community, and we strongly encourage members of ethnic minority communities to apply.

I look forward to receiving an application from you.

Yours faithfully

**Feray Souleiman**  
**Head of SEN Assessment & Placements**  
**Barnet Education and Learning Service**

**Job Title: SEN SUPPORT OFFICER- (Phase Transfer)**  
**Contract: Fixed Term 12 months**  
**Hours: 36 hours per week**  
**Salary: £31,986 to £34,416 per annum**

Barnet Education and Learning Service is a company wholly owned by Barnet Council, delivering the Council's education services to schools, children and young people. We are seeking to appoint a support officer to work within the busy SEN team with the responsibility of supporting our work involving mediations and tribunals with the SENDIST.

The successful candidate will have regular contact with parents and other external parties and will be responsible for ensuring completing tasks to ensure that all aspects of disagreement resolution, mediation and appeals are managed in line with statutory requirements. We are looking for someone who is competent and confident in the use of standard Microsoft Office products and with a proven competence in handling confidential/sensitive personal information in an appropriate and secure manner.

This is an excellent opportunity to join a highly effective SEN Team to support us in the delivery of a quality SEN service. This role may suit newly qualified graduates of Law and who are looking for employment within a Para-legal arena.

For an informal discussion about the post please contact Nanda Gorasia on 020 8359 7007 to arrange a telephone discussion with Feray Souleiman, Interim Head of SEN Assessment & Placements.

To apply for this post, please click on 'Apply' button below. If you need

assistance, please email the BELS HR Team at [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk). quoting job title.

Feray Souleiman, Head of SEN Assessments and Placements Team

The closing date for applications is **29/01/2025- Midnight**.

Interviews will be held **-05/02/2025**.

Barnet Education and Learning Service are 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 value diversity.

**Specific Role Profile**

|                    |                                            |
|--------------------|--------------------------------------------|
| <b>Service:</b>    | <b>Education and Skills</b>                |
| <b>Location:</b>   | <b>Colindale Offices</b>                   |
| <b>Job Title:</b>  | <b>SEN Support Officer- Phase Transfer</b> |
| <b>Grade:</b>      | <b>13 - 18</b>                             |
| <b>Reports to:</b> | <b>HEAD OF SEN</b>                         |

**CONTEXT AND PURPOSE OF JOB**

1. To provide an efficient, effective and timely SEN casework related support function as part of the SEN Assessment and Placements team to support the delivery of a specialised service relating to pupils with SEN.
2. To ensure that the support functions are administered within priorities set by the SEN Casework Manager: and promote timely and accurate responses relating
3. To work closely and collaboratively with the members of the SEN Assessment and Placements team to plan, develop, implement and maintain robust administrative processes to support the functions of the service.

**PRINCIPAL ACCOUNTABILITIES**

1. Provide high quality and pro-active business and organisational support to the SEN Casework Managers. including diary management, word processing, filing, preparing routine and non-routine correspondence, reports, spreadsheets and other documents using ICT based systems, etc as required.
2. In particular ensure tasks are dealt with according to plans and arrangements put in place by SEN Casework Manager: to ensure that all aspects are managed in line with statutory requirements.
3. Ensure timely and accurate data input to Synergy, checking consistency and coherence with file and any other records, including decision making records.
4. To act at the first contact with parents, education providers, specialist service staff and other professionals in relation to enquiries where possible and providing briefings to the SEN Casework Manager where appropriate.
5. To manage emails in an efficient and timely manner, communicating information to the relevant member of staff where actions are required.
6. Ensure files for the cases the post holder is allocated responsibility are well maintained and located according to casework filing standards, roles and responsibilities and as set out in Team Protocols.

7. Ensure all casework records and records of individual pupil contracts are accurate and kept up to date.

8. Inputting into LA database systems and spreadsheet records to provide information and analyse and evaluate data for management purposes. Prepare relevant statistical and management information as directed, including data for local and national performance indicator measures.

9. Organise, administer and attend the weekly Meetings and Panel. To include collating required information, preparing and circulating minutes, agendas, document, record and communicate decisions and undertake allocated actions.

10. Have regard to statutory timescales and local performance standards for written correspondence and administration ensuring these are met. Inputting into the relevant monitoring systems to ensure statutory timescales are met and a high standard of database case information is maintained.

11. Maintain records and management information systems ensuring that all data is handled in a confidential and secure manner.

12. Handle a range of queries and provide accurate and timely information to a wide range of clients, parents, schools, outside agencies on statutory requirements and procedures and progress on Tribunal cases.

13. Maintain efficient working relationships with other teams and service areas, e.g.: transport as required, and where their service relates directly to enabling access to education.

14. Contribute to the planning, development and delivery of the SEN Assessment and Placements team including input to creative suggestions for improvement.

15. Ensure that the responsibility of safeguarding the welfare of children is a fundamental aspect of this job and that the principles are embedded in all procedures, practices, professional advice and decision making. Ensure full compliance with Barnet safeguarding standards.

### **Staff Responsibilities**

1. To ensure that all personal data is handled in a secure and safe manner and in strict compliance with the Data Protection Act and with Barnet's policies and protocols relating to data handling.

2. To work collaboratively across the SEN team ensuring a flexible an approach to changes in work pressure throughout the year.

### **FLEXIBILITY**

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.

### **BELS COMMITMENT TO EQUALITY**



**1. To deliver the council’s commitment to equality of opportunity both in the provision of services and as an employer. All staffs are expected to promote equality in the workplace and in the services the council delivers.**

**Person Specification**

|             |                                     |
|-------------|-------------------------------------|
| Service:    | Education & Skills                  |
| Location:   | Colindale Offices                   |
| Job Title:  | SEN Support Officer- Phase Transfer |
| Grade:      | 13 - 18                             |
| Reports to: | HEAD OF SEN                         |

**Essential Qualifications required**

| Type                                    | Level required                                                                                                                                    |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional qualifications/memberships | None specific                                                                                                                                     |
| Education                               | <p>Educated to GCSE level with passes in English and Maths or equivalent<br/>Highly literate and numerate</p> <p>A degree in Law is desirable</p> |

**Technical / Knowledge Requirements**

| Type       | Description                                                                                                           |
|------------|-----------------------------------------------------------------------------------------------------------------------|
| ICT skills | Highly developed and proven ICT skills in use of Microsoft Word, Excel Outlook and PowerPoint.                        |
|            | Proven experience and competency in the effective use of ICT databases and record storage and retrieval systems.      |
|            | Proven ability to handle confidential personal information in an appropriate and secure manner                        |
|            | Knowledge of and commitment to the adherence to the principles of data protection and safeguarding of sensitive data. |

## Specific Competencies

| Type | Description                                                                                                                                                       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | Knowledge, experience, understanding and competency in complex administrative systems.                                                                            |
|      | Experience of operating effectively in a pressurised administrative environment with competing deadlines.                                                         |
|      | Experience of working with other agencies such as health, social care, and education.                                                                             |
|      | Experience of dealing effectively and sensitively with internal and external colleagues, clients, schools, parents, agencies in a highly customer focused manner. |
|      | Experience of preparing correspondence, reports and other documentation using Word, excel and other PC based systems in an accurate and competent manner.         |
|      | Ability to use the appropriate data sources to conduct straightforward research as directed.                                                                      |
|      | Commitment to the safeguarding of the welfare of children and young people.                                                                                       |

## Behavioural Competencies

| Competency                    | Key to role                                                                                                                                                                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communicating and influencing | Effective written communication skills, able to prepare correspondence and minutes.                                                                                            |
|                               | Ability to communicate complex issues in a clear and effectively manner (oral and written) with a wide range of stakeholders and to empathise and be assertive as appropriate. |
|                               | Good listening skills, ability to handle confrontation with confidence, discretion and diplomacy under pressure                                                                |
|                               | Influencing skills to effectively chase up and secure information and data to demanding deadlines                                                                              |
|                               | Proven ability to deliver a customer focused service to defined quality standards.                                                                                             |

|                     |                                                                                                                                                                             |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                                                                                                                             |
| Political Awareness | Appreciation of the political make-up and decision making processes of the council and its impact on the role                                                               |
| Leadership          | Willingness to take personal responsibility for the delivery of relevant service priorities.                                                                                |
|                     | Ability to ensure that children and young people and their parents are the focal point for decision making                                                                  |
| Problem solving     | Highly developed organisational skills, ability to work independently and unsupervised to tight deadlines using own initiative and whilst managing conflicting priorities   |
|                     | Ability to build and nurture good working relationships with colleagues and across a wide range of outside agencies                                                         |
| Safeguarding        | Sound understanding of the principles of safeguarding and a commitment to improving safeguarding the welfare children and young people.                                     |
| Partnership working | Recognises the importance to the council of active partnership working and embraces partnership working where relevant to deliver services most effectively and efficiently |
|                     | Ability to provide accurate guidance and information to parents and other stakeholders                                                                                      |

|                             |            |
|-----------------------------|------------|
| <b>Compiled/Reviewed by</b> | CARL FOFIE |
| <b>Date</b>                 | 14/01/2025 |

|                    |
|--------------------|
| <b>Key Details</b> |
|--------------------|

**Reporting to: HEAD OF SEN**

**Contract: 02083597007**

**Salary: £31,986- £34,416 PA**

**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 **25** 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.

**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:**

BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

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: 29/01/2025**

**Interviews will be held on: 05/02/2025**

### 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/Recruitment/Barnet-Education-Learning-Service-London) .

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/Recruitment/Barnet-Education-Learning-Service-London)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto: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.