

Barnet Education and Learning Service



Job Title- SEN Annual Review Co-Ordinator

Barnet Education & Learning Service (BELS)

Closing date: 29th January 2025- Midnight

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Welcome to Barnet Education & Learning Service (BELS)

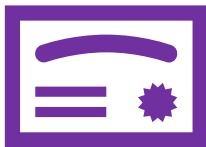
About Us

<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.

Our Values and Behaviours



Contact Officer: Nanda Gorasia
Department: SEN Assessments and Placements

Team

Telephone: 020 8359 7007

Dear Applicant,

Post: SEN Annual Review Coordinator

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://recruitment.barnetbels.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 – 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 Nanda Gorasia on 020 8359 7007 who will arrange for you to have a telephone discussion with me or another colleague

It is important to us at BELS that our organization 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**

Job Title: SEN Annual Review Co-Ordinator
Contract Type: Full Time – Permanent - All Year-Round
Salary: £33,417- £35,448 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 SEN Annual Review Co-Ordinator. The successful candidate will have responsibility for reviewing and processing decisions following the Annual Reviews of Education, Health and Care (EHC) Plans for children and young people as set out in the SEND Code of Practice 2015 and the Children and Families Act 2014.

Experience and/or knowledge of SEND legislation is essential. In return, you will be offered extensive in-house training and an opportunity to develop skills in the SEN environment. You will be given regular supervision and be part of a thriving dynamic team.

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 visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://barnetbels.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 \(thisisfocus.co.uk\)](#)

Closing date for applications: 29/01/2025- Midnight

Interview date: 05/02/2025

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 Education and Learning Service
Job Title:	SEN Annual Review Co-Ordinator
Grade:	16-20
Reports to:	Annual Review Team Lead

2. CONTEXT AND PURPOSE OF JOB

1.To act as “Named Officer” (SEN Code 2014) in the management of Annual Reviews for children and young people with Education, Health and Care (EHC) Plans and to ensure that legislative and policy requirements are met and procedures are administered within statutory timescales prescribed in the Government's Code of Practice and the Council's Performance Indicators and best practice

2.To read and process on SYNERGY, the local authority database system, the Annual Review following receipt of AR documents from schools and settings for children and young people with Education, Health and Care Plans.

3.Recording on SYNERGY end of Key Stage Data against meeting Outcomes recorded in children and young people’s EHC Plans.

4.To write to parents and settings advising them:

- a. Where an annual review has been considered and no change is required to the EHC Plan
- b. Where an annual review has been considered and as only minor changes are recommended the local authority does not propose to issue an amended EHC Plan
- c. Where an annual review has been considered and changes are required to the EHC Plan that an amended EHC Plan will be issued.

5.Liaising with schools, education settings and parents regarding annual review documentation recommendations and seeking additional reports as required to assist the local authority to determine if an amended EHC Plan should be issued and providing copies of EHC Plans where needed.

6.Maintaining a spreadsheet to inform the SEN Caseworkers of which Annual Reviews require an Amended EHC Plan and the dates for completing this, sending invites to calendars and reminders of the statutory timeframes for completion.

7.Liaising with the SEN Admin business support team to ensure that all Annual Review documents are receipted into the AR Folder in a timely way and documents are uploaded onto Sharepoint.

8. To liaise with SEN Caseworkers to ensure when an Amended EHC Plan is issued that this is drafted and finalised within the statutory timeframes.

9. Liaising with the Data Performance Team to obtain reports of all children with EHC Plans in settings and sending to those settings the statutory notification for them to hold an Annual Review in that academic year.

10. To display a genuine commitment to partnership working relationships with parents, pupils, schools, early years settings, colleges, Children's Service staff and other statutory and voluntary agencies to ensure that the Council's statutory duties for SEN are effectively undertaken, and that parents and providers are confident in the management of the statutory SEN process.

11. Through professional, objective, clear and discrete interactions with parents and professionals, ensure that personal presentation and style recognises that SEN matters, are often stressful for parents.

12. Working within the Council's code of practice for communication with the public, take time and make appropriate phone, meeting or written responses to build confidence and ensure the Council's statutory responsibilities are met.

3. PRINCIPAL ACCOUNTABILITIES

4.1 Main duties and responsibilities

Statutory Process

1. Ensure delivery of statutory assessment processes for a defined caseload in a manner that:-
 - Satisfies requirements of the 1996 Education Act and the 2014 Children and Families Act, and associated legislation
 - Complies with DfE guidance
 - Supports and promotes Council policies
 - Promotes locality based and inclusive education
 - Encourages and develops positive relationships with schools, and other education settings
 - Minimises dispute with parents through high quality and bespoke communication
 - Builds on, develops and improves relationships with other agencies, including children's and adult health services health and children's and adults social care
 - Enables local and national performance targets to be achieved

2. In accordance with the regulations and guidance that underpin assessment of SEN and multi-agency interventions, and within LBB operational procedures, ensure that all processes including issuing, amending and reviewing statements are delivered within timescales.

3. Ensure on-going familiarity with Council policies and procedures that apply to the management of SEN casework and placements.

4. Work within defined decision-making processes and within the delegated decisions framework as appropriate.

5. Analyse and evaluate educational, medical, social care and psychological advice and other relevant information and reports collected through annual review documents.

Relationships and contact with stakeholders and partners

6. Ensure supportive constructive and sensitive liaison and discussion with schools and settings so the decisions made on casework are well supported with evidence and have maximum potential for sustainability.

7. Develop and maintain high quality relationships with key staff in:

- schools and settings (especially head teachers and SENCOs)
- Inclusion and Skills (especially educational psychologists, early years SEN staff and specialists' teachers)
- Children's Services (especially social workers),
- Health (especially paediatricians, therapists and CAMHS workers)
- other agencies, for example youth services, the YOT
- SENDIASS
- Mediation and Disagreement Resolution Services.

8. To make positive and constructive responses to telephone enquiries from schools, parents, other services and the public, aiming, through the application of specialist knowledge, to defuse stress and anxiety and where possible provide required information or signpost to other services

Relationships and contact within SEN Assessment and Placements Team

9. To work in a structured partnership with SEN caseworkers and business support officers so that the different tasks within the SEN statutory process are completed with quality, in a coordinated and time efficient manner.

10.To ensure high quality electronic case file management, following quality standards and guidelines set down, and with support from the Data and Performance Management Team for data input, file organisation and filing.

11.Identify potential conflicts and disagreements and emotionally charged situations at an early stage and alert SEN Caseworkers and their Managers. Work in partnership with parents, pupils and schools to promote inclusion and to minimize conflict and disagreement.

12.Ensure that pupil files and all necessary casework records are accurate, kept up-to- date and are filed and stored securely.

13.Have regard to statutory timescales and local performance standards for written correspondence and administration and ensure these are met for the area for those cases for which the post holder is responsible.

14.Ensure relevant statistical and management information is organised and available.

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 the Pan-London protocols and Barnet safeguarding standards.

4.2 Staff Responsibilities

4.2.1 No direct staff responsibility. Some responsibility for occasional staff supervision and induction for less experienced staff within the team. Assisting other officers within the SEN strategic and casework team to contribute to team efficiency and effectiveness.

4.2.2 Work collaboratively and jointly with other SEN Casework Officers, adopting different and complementary roles in the operation and delivery of whole team work processes.

5.0 PROMOTION OF CORPORATE VALUES

5.1 Ensure standards of customer care are met in accordance with the Council's Statement of Values. To be aware of the Corporate Plan and how it affects the section.

5.2 Ensure that a high level of confidentiality is maintained in all aspects of work.

6.0 FLEXIBILITY

6.1 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.

7.0 THE COUNCIL'S COMMITMENT TO EQUALITY

7.1 To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

Section B: Person Specification

Service:	Barnet Education and Learning Service
Location:	2 Bristol Avenue, Colindale
Job Title:	SEN Annual Review Co-Ordinator
Grade:	16-20
Reports to:	Annual Review Team Lead

Type	Level required
Professional qualifications/memberships	Nonspecific
Education	Minimum: GCSE Maths and English or equivalent

Technical / Knowledge Requirements

Type	Description
ICT skills	Competent and confident in the use of standard Microsoft Office products such as Word, Excel, 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.
Project Management	Ability to carry lead on projects or operational processes related to the work environment

Role Specific Competencies

Type	Description
Knowledge & Experience	Knowledge, experience and understanding of the main current developments and statutory position relating to children with special educational needs
	Demonstrable knowledge of the main SEN legislation and guidance, particularly the SEN Code of Practice and 1996 Education Act and other related/relevant Children focused legislation
	Experience of the work of other agencies including health, mental health, voluntary sector and others.
	Experience of relevant work preferably in a school setting or within a local authority, or equivalent organization.
Literacy and written language skills	Ability to write letters, statements and reports in a clear and structured manner based on an analysis of complex information
	Ability to deal with complex reports, and to demonstrate good analytical skills, synthesis and précis skills
Generalizing	Ability to apply learning and technical aspects from one case to another within wider legal framework
Emotional intelligence and resilience	Ability to know when to and how to apply a sensitive and objective empathy without compromising the Council. Ability to manage situations of high stress, anxiety and sometimes anger amongst stakeholders, especially parents.

Behavioural Competencies

Competency	Key to role
Communicating and influencing	Effective verbal and written communication skills
	Ability to communicate complex issues in a clear and effectively manner (oral and written) with a wide range of stakeholders and to advise, persuade, influence, empathize and be assertive as appropriate.
	Ability to participate effectively at case conferences and other forums to secure positive outcomes which make best use of limited resources.
	Proven ability to resolve conflict through mediation and other conflict resolution techniques and find creative, interagency solutions which meet children's needs.
	Ability to ensure a high standard of customer care
	Ability to manage continuous interruptions, including phone calls, ensuring courtesy and attention as required
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 that pertain to the role.
	Ability to ensure that children and young people and their parents are the focal point for decision making
	Ability to ensure statutory criteria for efficiency and cost-effectiveness are integrated into advice that informs decisions to be made and actions taken
Problem solving	Ability to analyse complex information quickly, reaching and articulating decisions with clarity, to deliver solutions that command support.
	Ability to engage those who disagree to secure agreement through explanation, clarifying, knowledge of the law and tactical case management skills
Striving for excellence	Proven record of achievement in delivering: <ul style="list-style-type: none"> • service improvement • logical and effective decision making • high quality, accurate and timely work
	Ability to manage a complex workload and meet tight timescales, using ICT skills to support office procedures
	Demonstrates a determination to provide a quality service and achieve challenging targets
	Commitment to embrace the principles of equality in the

	delivery of the service
Staff management	Proven ability to support the delivery of effective training relating to the role of the job
Team working	Ability to work effectively, flexibly and constructively with colleagues in a team and make a positive contribution.
	Ability to work effectively with senior managers, staff, schools, external partners and to establish confidence, trust and credibility
	Demonstrable experience of working effectively and participating with other colleagues on an inter-agency basis to ensure an effective response to complex issues
	Ability to work with a range of professional staff and the public

	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	Recognizes the importance to the council of active partnership working and embraces partnership working where relevant to deliver services most effectively and efficiently
	Actively contributes to the creation of an open, and interdependent culture
	Ability to provide accurate guidance, information and advice to parents

Compiled/Reviewed by	CARL FOFIE
Date	15/01/2025

Key Details

Reporting to: HEAD OF SEN

Contract: Full Time Permanent

Salary: 333,417PA-£35,448PA

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- Midnight

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 \(bels.org.uk\)](#) .

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 \(bels.org.uk\)](#)

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.