

Barnet Education and Learning Service



Barnet Early Autism Model (BEAM) Facilitator

Barnet Education & Learning Service (BELS)

Closing date: Friday 7th February 2025

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Welcome to Barnet Education & Learning Service (BELS)

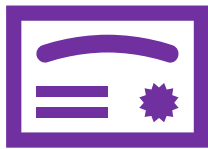
About Us

<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.

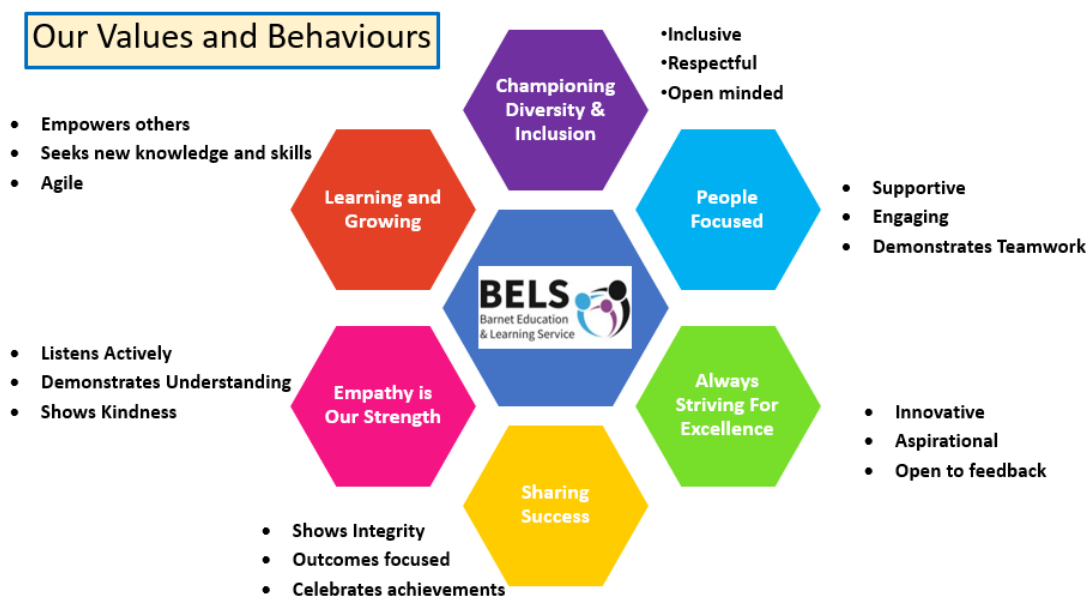
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes 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: Sara Mansi
Department: BEAM Department
Telephone: 0208 359 6336

Dear Applicant,

Post: Barnet Early Autism Model (BEAM) Facilitator

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 – Friday 7th February midnight.
Interviews will be held – 13/02/2025.

If you would like to discuss this position on an informal basis, please contact me at: sara.mansi@barnet.gov.uk or 0208 359 6336 / 07850 945 242. Or if you would like to talk to a member of our team please email: Jennifer.shill@barnet.gov.uk

I look forward to receiving an application from you.

Yours faithfully

Sara Mansi
BEAM lead teacher
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: sara.mansi@barnet.gov.uk
Tel: 0208 359 6336

Job Title: Barnet Early Autism Model (BEAM) Facilitator
Permanent Contract
Full time (36 hours per week) or part time (minimum 2 days per week)
Salary: £34,929- £36,522 per annum fully inclusive (pro rata)
Additional allowances: Car User Allowance
Expected Start date: March 2025 (flexible)

Are you interested in working with autistic children and their families?

Are you creative?

Do you have a flexible and positive attitude?

Do you take initiative, work well in a team and also independently?

The Barnet Early Autism Model (BEAM) is a home-based support service for pre-school aged children with a diagnosis of autism. We are looking for an energetic and experienced person with an interest in this area to deliver structured and individualised programs of support, in the home, working directly with the child and supporting parents/carers. The successful candidate will deliver and model strategies during one-to-one sessions in the home, based on targets set around social communication, emotional regulation and other needs identified by the family.

This post also includes working with nurseries, local authority services and outside agencies. Liason with other professionals is a key element in this role. The post is a great opportunity for someone with relevant skills and initiative currently working with young autistic children, to develop and extend their knowledge and skills. This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to parents/carers, children and educational settings.

We are looking for someone with a good understanding of autism and experience in working with young autistic children in early years educational settings. It is desirable to have experience in the use of a range of autism specific strategies and approaches including the use of communication systems (e.g. core boards), the use of visuals and some knowledge of the SCERTS Model. All programs will be supervised by a specialist Advisory Teacher. The successful candidate must have a full UK driving license and access to a car. We would particularly welcome interest from applicants who are themselves neurodiverse or have close family members who are autistic.

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/recruitment)

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 / Pre-school and Primary School](#)

For an informal discussion about the post, please contact:

Sara Mansi (BEAM lead teacher)

0208 359 6336

07850 945 242

Closing date for applications: 07/02/2025- Midnight

Interview date: 13/02/2025

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

1.	Service:	Barnet Education and Learning Service
	Job Title:	Barnet Early Autism Model (BEAM) facilitator
	Reports to:	Lead Advisory Teacher (BEAM)
	Grade	GLPC 19 -22

2. Context and Purpose of the Job

2.1 To deliver a home-based visiting support service to pre-school children with a diagnosis of autism under the supervision of the Lead Autism Advisory teacher.

2.2 To work with colleagues and BEAM Lead Autism Advisory teacher to deliver BEAM support packages to families, enabling parents/carers them to develop practical skills to work with their child.

2.3 To develop flexible and creative activities related to children's interests, in order to foster engagement.

2.4 To create individualised visuals and resources using computer programmes e.g. Widgeit and search engines.

2.5 To work together with staff in a pre-school setting or nursery and parents/carers to support a child's successful transition and inclusion.

2.6 Planning targets for SEN support plans and acting in an 'advisory role' with observing children in nursery, writing reports and giving advice and resources to implement strategies. Occasionally, work to help prevent children being excluded from their nursery place.

2.7 Lone working in homes, taking resources into homes and managing any potential risks with support from Lead Autism Advisory teacher.

3. Accountable for:-

3.1 To deliver a program of support devised by specialists (Advisory Teacher, Speech and Language Therapist) within the BEAM team. The targets will link to the Autism specific SCERTS model (Prizant 2006) and other areas of need.

- 3.2 Complete detailed SCERTS assessments with parents/carers
- 3.3 To liaise with the specialist professionals and outside agencies.
- 3.4 To be responsible for managing own timetable to ensure an agreed number of contact hours, and for prioritising own workload under the supervision of the BEAM Manager.
- 3.5 To provide hands on support to assist families in accessing the services.
- 3.6 To keep clear and detailed records of children's progress.
Weekly tracking including details of sessions and next steps/follow up actions
- 3.7 To monitor and evaluate the child's responses to learning activities through observation and planned recording of achievement against identified learning objectives.
- 3.8 To be responsible for keeping and updating records as agreed with the Lead Autism Advisory teacher
- 3.9 To work in partnership with parents/carers in the child's home, communicating sensitively and effectively with parents/carers. To signpost and refer to services including Short Breaks, MENCAP, Homestart, specialist dentist and others.
To complete applications for Specialist nurseries and on occasion applications for DLA.
- 3.10 To work with the parents/carers to establish an appropriate learning environment.
- 3.11 To work collaboratively with Lead Autism Advisory teacher and other members of the BEAM service in the delivery of support groups for families. On occasion to lead support groups with parents/carers.
- 3.12 In collaboration with the Lead Autism Advisory teacher and other BEAM personnel, to develop, prepare and maintain specialist equipment and resources.
- 3.13 To contribute to and/ or lead meetings to review children's progress.
- 3.16 To support a child on caseload through transition to a new setting which can include some or all of the following:
- Linking schools with nurseries and parents/carers
 - Leading a transition meeting
 - Liaising with the Barnet school admissions team and the SEN placement and assessment team caseworkers.
 - Facilitating school visits with parents (where required)
 - Supporting with making transition books and one page passports for children.
(With support from line manager)
- 3.17 To attend supervision sessions and relevant in-service training.
- 3.18 To have training and comply with policies and procedures relating to child protection health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 3.19 Where required, involvement with new or ongoing Social care/early help support and meetings.
To make referrals to MASH and Early help, with the support of Lead Advisory teacher.

To attend meetings related social care needs.

Work of a BEAM facilitator to feed into Early help assessment and Social care plans.

3.20 To support a child on caseload by contributing to the Education Health Care Plan process.

This includes:

- Writing reports (with support from Autism Advisory teacher/BEAM manager)
- Liaising with LA SEN casework team.
- Supporting parents with completing their sections

3.21 To be part of organisation and preparation of outside activities and child/parent groups. On occasion, to deliver groups sessions with children and parents/carers.

Section B: Person Specification

Service:	Barnet Education and Learning Service
Job Title:	Barnet Early Autism Model (BEAM) Facilitator
Reports to:	Lead Autism Advisory Teacher (BEAM)
Grade	GLPC 19 -22

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Experience relevant To post	E	Experience working with children in early years	A
	E	Experience working with young autistic children	A
Competencies and Special aptitudes	E	Good interpersonal skills and ability to work in partnership with parents/carers	I
	D	Experience of liaising with staff in preschool/educational settings	A/I
	E	Ability to organise work well, working on own independently with initiative and in a team	A/I
	E	Ability to deliver a structured teaching programme in a home under the supervision of the Advisory Teacher	A/I/T
	E	Ability to liaise with parents/carers and professionals through good interpersonal skills.	A/I
Knowledge relevant to job	E	Knowledge of/interest in the needs of young autistic people	A/I
	E	ICT skills to support learning skills, record keeping and basic report writing.	A
<u>Education</u>	E	Very good literacy skills	A/T
<u>Training</u>	E	NVQ3 for Teaching Assistants or equivalent qualification or experience	A/I
Special job requirements	E	Commitment to professional development	A/I

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	E	Willingness to travel across the borough, full driving license and the use of a car.	A
	E	Need to carry resources and equipment.	A/I
	E	Willingness to be flexible within the scope of the post and grade	A/I
Commitment to council's Aims and Values	E	Knowledge and commitment to Council's values	A
	E	Knowledge and commitment to equal opportunities	A/I

	Key: E = Essential D = Desirable		Key: A=Application Form I = Interview T = Tasks during interview
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The information on this form will be the basis on which the applicants will be assessed for short listing purposes.

Compiled/Reviewed by	Sara Mansi
Date	January 2025

Key Details

Reporting to: Lead Autism Advisory teacher (BEAM)

Contract: Full time Permanent Post/ Part-Time

Salary: £34,929- £36,522 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.

Allowances

Essential / Casual Car Allowance

Flexible and Hybrid Working

This is a full-time/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:

“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: 07/02/2025

Interviews will be held on: 13/02/2025

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) .

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.