



Senior Education Welfare Officer
Barnet Education & Learning Service (BELS)

Closing date: Midnight 5th June 2022

Ref: BELS/1050

Barnet Education & Learning Service (BELS)

Our Services

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

In September 2020, Barnet Council entered into a new strategic partnership with Barnet Education and Learning Service (BELS), a limited company wholly owned by the council, to provide the council's education services.

The partnership was established in consultation with Barnet schools and the steering group of the Parent-Carer Forum.

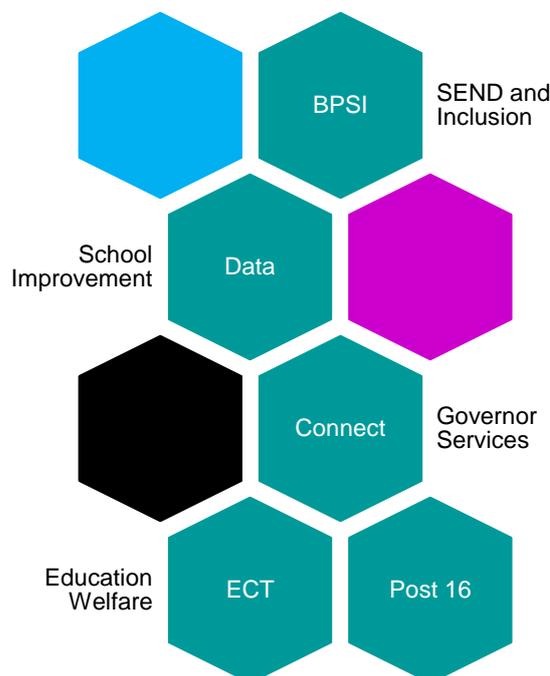
The aim of establishing the partnership is to

- Maintain and continue to develop Barnet's excellent education offer.
- Maintain and continue to develop the excellent relationship between the Council and schools.
- Achieve further budget savings if required.

The partnership is governed by a series of boards on which schools, settings and other stakeholders are represented that steer the strategic direction of the partnership in delivering school improvement, services for children with special educational needs and school place planning.

Performance against all three objectives for the partnership has been strong both before BELS was established and since then. Between April 2016 and August 2020 the service was run through a partnership between the council and Cambridge Education. Educational progress and achievement have improved consistently year on year. 97% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures and the top 5% for many of the measures. The service has met all the budget targets for savings that were agreed with the council over the last five years.

There is also a very strong and experienced management team in place within the Education and Learning service, which has the confidence of schools, members, Council officers and other stakeholders.



BELS is responsible for the following services:

- Development and implementation of the council's education strategy, along with its Schools and Settings Improvement Strategy, SEND and Disabilities Strategy, School Places Strategy and Post-16 Education and Skills Strategy.
- Strategic support and advice to the Schools Forum and oversight of the Dedicated Schools Budget
- School and settings improvement (including early years)
- Statutory local authority services, such as monitoring, supporting and challenging schools, and intervening in maintained schools where necessary
- The Virtual School
- Special Educational Needs statutory processes including assessment and placements
- SEN Transport – assessment, brokerage, contract and budget management
- Educational psychology team
- SEN specialist support services
- Pupil place planning
- Admissions
- Education welfare service
- Post 16 education and skills, including monitoring, tracking and supporting participation
- Careers, Information, Advice and Guidance service
- Traded services to schools:
 - Barnet Partnership for School Improvement (BPSI)
 - Governor services
 - Newly Qualified Teachers support
 - Education Welfare Service
 - Educational psychology
 - Inclusion Advisory Team
 - Connect (formerly North London Schools International Network)
 - Foreign Language Assistants
 - Data Service



Staff Terms and Conditions

Staff working for BELS are employed on terms and conditions that are aligned with national agreements for staff working in local authorities except in respect of pensions.

New staff joining BELS who join and want to contribute to a Pension Scheme will become members of AVIVA – the Pension provider for BELS. Staff can contribute 4.5% of their salary into the Scheme and BELS will match this. There is also an option of increasing contributions to 7% with BELS also contributing at this rate. Contributions higher than this will not be matched by BELS.

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

Your annual leave is based on the grade and years of continuous service. Upon their start, employees will be entitled to 26 days plus 8 Bank holidays per annum – pro-rated for part timers and this would increase with service.

It is a standard practice that prospective employees are offered the starting point of the pay scale and it is expected that staff will 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 relevant service Director would consider the case.



Letter to applicants

May 2022

Department: Education Welfare Team
Contact Officer: Lauren Jefferson
Telephone: 0208 359 3109

Dear Applicant,

Post: Senior Education Welfare Officer (Full Time - 36 hours- Term Time Only)

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

This Information Job Pack gives a full explanation of the job and working for Barnet Education and Learning Service (BELS), which I hope will encourage you to apply for the post.

To apply for this post, please visit www.islington.gov.uk/jobs. If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference **BELS/1050**.

The closing date for applications is Midnight Sunday 5th June 2022

Interviews will be held on Monday 13th June 2022.

If you would like to discuss this position on an informal basis, please contact me on **0208 359 3109**

I look forward to receiving an application from you.

Yours faithfully



Lauren Jefferson
Education Welfare Team Manager



Job Title: Senior Education Welfare Officer
Full Time (36hrs)- term time only
Salary Grade - SCP 34-39
Salary: £40,566 - £45,576 per annum pro-rata
Actual Salary: £34,894 - £39,203 plus Essential Car User Allowance

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 looking for a candidate with Education Welfare Officer experience to take the next step into management, you will be responsible for the delivery of the traded service to schools in Barnet and manage a team of Education Welfare Officers.

Previous experience of working as an Education Welfare Officer is required, preferably, but not exclusively, within a Local Authority setting. You will need to be enthusiastic, committed to the values of education and be able to organise your work efficiently and effectively. Full supervision and training will be provided.

This post carries an essential car user's allowance. You will therefore need to have a full, valid UK/European driving licence and daily use of a vehicle.

Barnet Education and Learning Service is flexible in recruitment for applicants that are either part-time or full time.

For an informal discussion about the post please contact **Lauren Jefferson, Education Welfare Team Manager, 020 8359 3109.**

Closing date for applications: Midnight – Sunday 5th June 2022

How to apply:

To apply for this post, please visit www.islington.gov.uk/jobs.

If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference **BELS/1050**. Please note CVs are not accepted in line with Safer Recruitment practices.

Safeguarding statement:

BELS 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 will be required.

We value diversity.



Job Description

JOB DESCRIPTION

Post:	Senior Education Welfare Officer (SEWO)
Location:	Colindale Offices.
Grade:	SCP 34-39
Reports to:	Education Welfare Team Manager (EWTM)
Service Area	School Access & Corporate Services
Division	Education and Learning Service

1 CONTEXT AND PURPOSE OF THE ROLE

- 1.1 The SEWO is responsible for supporting the EWTM on statutory enforcement of school attendance and on compliance with registration regulations by schools.
- 1.2 The SEWO assists the EWTM in the strategic direction of the EWT and supports officers delivering services under the statutory guidance on School Attendance, Children Missing from Education and all aspects of the employment of children, whether in the workplace or the child performance sector, including the inspection of premises and the licensing of chaperones to protect children.
- 1.3 The SEWO may deputise for the EWTM across a range of management safeguarding functions, and representing the LA in multi-agency fora.
- 1.4 The SEWO contributes to the promotion of the traded service with schools and academies.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To act as a leader of Education Welfare Officers, modelling best practice in school attendance casework and the traded service to schools, ensuring that EWOs deliver professional support to schools and effective casework vis-à-vis families.
- 2.2 To support the strategic direction, and monitor delivery, of Children Missing from Education Officers in safeguarding the needs of children in accessing education.



- 2.3 To be able to represent Education and Skills on the following operational groups:
- Multi-Agency Risk Assessment Conference (MARAC) in respect of Domestic Abuse
 - MARAC Steering Committee
 - Vulnerable Adolescents Risk Panel
 - 0-19 Hubs
- 2.4 To promote the traded service to schools, communicating its role and ensuring a high professional standard of delivery.
- 2.5 To supervise EWOs in the delivery of the traded service to both secure and enhance service take-up.
- 2.6 To assist in the management of the Fixed-penalty notice system, including advice to schools, carrying out financial approvals and managing disputes from customers.
- 2.7 To support EWOs and schools to secure best practice in respect of requests for Fixed-Penalty Notices
- 2.8 To appraise team members and look to their professional development
- 2.9 To participate in regional cooperation with attendance leads in other local authorities, promoting the work of the EWT, and securing agreements on issues affecting Barnet residents attending neighbouring boroughs' schools
- 2.10 To liaise effectively with all Education and Skills partners to resolve issues where attendance is problematic and, in particular, the School Improvement Team on assisting schools with best-practice issues on enhancing attendance.
- 2.11 To liaise with internal local authority partners, in particular, the MASH, Family Services and the 0-19 Service
- 2.12 To manage own caseload as EWO within the Traded Service.

3. MULTI-AGENCY WORK

- 3.1 To assist the EWTM in developing close links with other service areas at a senior level, engaging in multi-agency meetings.



3.2 To promote effective working with partners across all areas by all team members.

3.3 To secure best practice in the EWT's role within the MASH.

4. CHILD PROTECTION WORK (SAFEGUARDING)

4.1 To promote understanding and deepening the knowledge of safeguarding within the team

4.2 To develop best practice within the MASH, focusing on forging links between schools and Family Services.

5. LEGAL FRAMEWORK

5.1 To make decisions about progression to court under the Children Act 1989 and The Education Act 1996.

5.2 To chair Court Assessment Meetings, decide on disputes in respect of fixed-penalty notices and assist the Courts Officer in areas of concern and changes to court practice.

5.3 To coach Education Welfare Officers in developing casework leading to positive court outcomes

6.0 WORK WITH SCHOOLS

6.1 To advise senior school leaders on strategies to promote regular and punctual attendance and assist in their implementation.

6.2 To advise senior school leaders on systems and their operation.

6.3 To ensure school staff receive appropriate guidance on completing witness statements for court.

6.4 To promote understanding of the traded service vis-à-vis the needs of schools.

7.0 WORK WITH FAMILIES

7.1 To provide advice on court proceedings



7.2 To direct plans for action with children, families and schools, involving specialist agencies as necessary.

7.3 To direct colleagues in identifying risks, and introduce interventions to mitigate barriers to children accessing education.

8.0 WORK WITH OTHER SERVICES AND AGENCIES

8.1 To coordinate and secure the Education input to the Multi-Agency Safeguarding Hub and contribute to its operational success.

8.3 To secure best practice in cooperation between Family Services, Health and Education where children experience school attendance issues.

9. SUPERVISION, TRAINING AND DEVELOPMENT

9.1 To prepare for and lead in regular supervision sessions and annual performance management reviews in line with priorities

9.2 To lead Whole Team Meetings for the purposes of monitoring, evaluating and disseminating good practice.

9.3 To lead identified training and development days.

10.0 PROMOTION OF CORPORATE VALUES

10.1 Ensure standards of customer care are met in accordance with the Council's Statement of Values.

10.2 Ensure that a high level of confidentiality is maintained in all aspects of work and that all data is handled in accordance with the Council's data protection guidance.

11.0 FLEXIBILITY

11.1 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.



12.0 THE COMMITMENT TO EQUALITY

- 12.1 To deliver BELS'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 that BELS delivers.



Person Specification

PERSON SPECIFICATION

Service:	Education and Learning
Location:	Colindale Offices
Job Title:	Senior Education Welfare Officer
Grade:	SCP 34-39
Post No.:	
Reports to:	Education Welfare Team Manager

Essential Qualifications required

Type	Level required
Education	<ul style="list-style-type: none"> Higher Education qualification preferred Relevant allied professional qualification desirable.

Technical / Knowledge Requirements

Type	Description
Knowledge	Proven competence and expertise as Education Welfare Officer
Knowledge	Thorough knowledge of legislation relating to the attendance of children, and of safeguarding.
IT skills	Advanced user of Microsoft Office programmes and confidence across a range of databases.

Behavioural Competencies

Competency	Level
Staff management	<ul style="list-style-type: none"> Able to support, advise and challenge Education Welfare Officers in service delivery Able to apply coaching skills to enhance officer skills sensitively and progressively Anticipates areas for development across the team Has the capacity to convey authority and the confidence to confront failings sensitively and positively.
Administration Skills	<ul style="list-style-type: none"> Proven experience in maintaining processes.



	<ul style="list-style-type: none"> • The ability to take notes of meetings; to convert them into an accurate record of the meeting with clear and defined action points, ownership and timescales • The ability to create and maintain efficient, effective and secure filing systems, both manual and electronic
Time management	<ul style="list-style-type: none"> • Able to demonstrate excellent organisational and time-management skills • able to work in a pressured environment working to tight and frequently changing deadlines • able to anticipate pressure points • able to work on own initiative, prioritise and meet conflicting deadlines
Teamwork	<ul style="list-style-type: none"> • Able to lead and support colleagues in developing skills • Able to demonstrate effective skills in an office environment • work effectively as part of a team to deliver effective service • communicate effectively and work collaboratively in a team setting
Influencing & negotiation	<ul style="list-style-type: none"> • Can demonstrate a history of good team work and working well with others across a wide range of seniority • Has experience of dealing with challenging clients, professional or public.
Striving for excellence	<ul style="list-style-type: none"> • Can demonstrate an ongoing commitment to learning and performance enhancement • Can anticipate future needs
Management & Performance	<ul style="list-style-type: none"> • Able to demonstrate excellent customer service and develop commercial expansion • Ability to research, analyse and interpret data, research skills and ability to summarise key facts from research documents • Able to contribute to the effective delivery of equality of opportunity in both service delivery and employment • Able to add value to the role by being proactive in providing assistance without requiring specific requests to be made
Communication skills	<ul style="list-style-type: none"> • Can convey difficult issues to a range of professionals • Can demonstrate the effective use of written and verbal communication skills to provide a high quality service to customers

	<ul style="list-style-type: none"> • Ability to interact and communicate, either face to face or on the phone with a diverse group of people
Cross-Barnet working	<ul style="list-style-type: none"> • Understands the key functions of both CE and LB Barnet and the broad roles of service areas • Recognises the advantages of working with others • Builds strong working relationships, and seeks out views of people outside of their team • Appreciates the political make-up and decision-making processes of the council • Shares information and knowledge with those outside of own team.
External partnership working	<ul style="list-style-type: none"> • Able to influence partner organisations in policy development. • Readily and effectively works with representatives of partner organisations • Has a broad understanding of the wider local government context • Recognises the importance to the council of active partnership working

How to apply and key dates

Closing date for applications: Midnight 5th June 2022
Interviews will be held on: 13th June 2022

Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under www.islington.gov.uk/jobs.

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 www.islington.gov.uk/jobs. If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference **BELS/1050**.

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (020) 7527 2875.

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.

