

Barnet Education and Learning Service



Senior Mentor/Employment Adviser

Barnet Education & Learning Service (BELS)

Closing date: 19th March 2025 at 12pm

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)

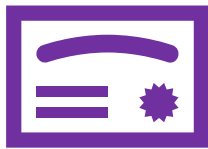
About Us

<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.

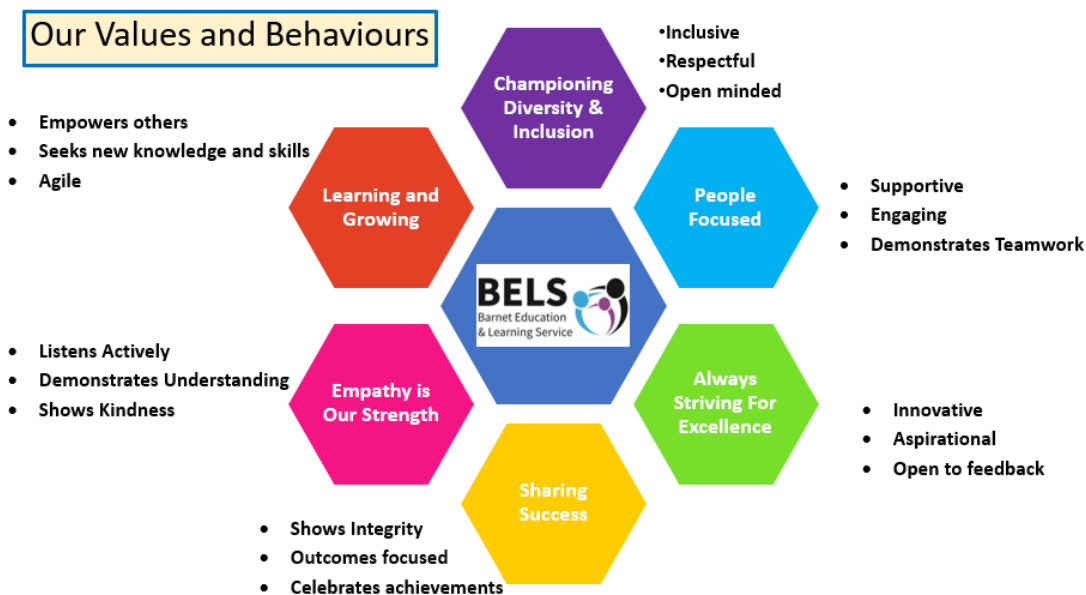
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes 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: Claudette Adomako
Department: BELS Post-16
Telephone: 07707 276 881

Dear Applicant,

Post: Senior Mentor/Employment Adviser

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

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

The closing date for applications – 19/03/2025 at 12:00PM
Interviews will be held – 24/03/2025.

If you would like to discuss this position on an informal basis, please contact me at: Claudette.adomako@barnet.gov.uk (e mail) or 020 8359 5502 (landline) or 07707 276 881 (mobile). Or if you would like to talk to someone else in our team please email: Christine.denny@barnet.gov.uk .

I look forward to receiving an application from you.

Yours faithfully,

Claudette Adomako
Operations Manager
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: Claudette.adomako@barnet.gov.uk
Tel: 020 8359 5502

Job Title: Senior Mentor/Employment Adviser
Fixed Term Contract until 31/03/2026
Hours: 36 hours per week (FTE)
Salary: £38,085 - £40,755 per annum fully inclusive (pro rata)
Expected Start date: 14th April 2025

Purpose and context of Job:

Our new Post-16 Education and Skills Strategy sets out the challenges facing young people in Barnet in accessing appropriate education, training and employment and our plans for extending the opportunities available to young people, particularly those from disadvantaged groups, and for keeping the number of young people who are not in employment, education, or training (NEET) to a minimum. The Senior Mentor/Employment Adviser has a pivotal role and will lead on objectives to collaborate with local employers, training providers, school and colleges.

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/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 / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](https://www.barnet.gov.uk/local-offer)

For an informal discussion about the post, please contact:

Claudette Adomako

Claudette.adomako@barnet.gov.uk

07707 276 881

Closing date for applications: 19/03/2025- 12:00pm

Interview date: 24/03/2025

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

Key accountabilities:

- To support your own caseload of pupils or young people to learn how to make the right choices, be reliable, supporting them to work towards their goals.
- To take ownership of building positive, motivational relationships with young people and pupils and maintain them through to gaining EET status.
- Most importantly, you will do this in a way that is true to post 16 's key values of keeping young people at the heart of everything we do, having high expectations of them and being authentic in all our interactions. Mentors receive weekly supervision and psychologically informed group reflective practice on a regular basis. We really care about our team and the pandemic has made this even more of a priority for us.
- To coordinate the ASDAN training space at Colindale and create engaging activities based on modules to help students learn practically and pass modules.

4. Health and Safety Responsibilities

- To implement relevant health and safety policies and procedures
- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk
- Take reasonable care of their own health and safety and for that of others who might be affected by their own work, as required by law, and described in the relevant operating procedures and policies

5. Financial Responsibilities:

- To manage the budgets for appropriate areas of responsibility if required

6. Promotion of BELS Values

- To ensure that customer care is maintained to the agreed standards according to BELS values.
- To ensure services provided for young people are accessible to all members of the community and reflect the Barnet with BELS Equal Opportunities Policy.
- To ensure that a sharp customer care focus is maintained to the agreed standards according to Barnet with BELS values, policies and guidance.
- To ensure that a high level of confidentiality is maintained, compliant with legislation and good practice, in all aspects of work, whilst facilitating the storing of information, as necessary, to promote staff and personal records.
- To ensure that the council and Barnet with BELS is appropriately represented to a high professional standard and its values upheld in public arenas

7. Flexibility

In order to deliver the service 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.

8. BELS's Commitment to Equality

To deliver Barnet with BEL's commitment to equality of opportunity in the provision of services, all staff are expected to promote equality in the workplace and in the services Barnet with BELS delivers and to ensure services provided for young people are accessible to all members of the community and reflect Barnet's Equal Opportunities Policy.

Section B: Person Specification

Service:	BELS
Location:	Colindale
Job Title:	Senior Mentor/ Employment Adviser/ NEET and Care Leavers
Grade:	Scp 25 – 28
Post No.:	1 FTE
Reports to:	Programme Manager

Essential Qualifications required

Type	Level required
Professional qualifications/memberships	Degree qualification
Education	Specialist training

Technical / Knowledge Requirements

Type	Description
Professional skills and experience	Minimum of 6 years' experience of working face-to-face with people with young people
	Experience of working with people from a diverse range of backgrounds
	Awareness of, and positive ways of addressing issues affecting young people (e.g., drugs, violence, and mental health issues)
	Experience of working in confidential situations
	Experience of assessing risk
	Ability to empower marginalised young people to fulfil their potential, and work with challenging behaviour
	Proven ability to establish and maintain positive, professional, and motivational relationships
	Basic counselling skills including excellent listening skills

	Significant knowledge of youth work, and youth development.
	Understanding and empathy of the current issues facing young people
	Knowledge of effective learning approaches for young people and adults
	Knowledge of accreditation and qualifications frameworks
	Ability to give impartial, productive advice and guidance that focuses on the strengths and needs of the individual
IT skills	Good IT skills and willingness to learn and use IYSS database

Behavioural Competencies

Competency	Level
Administration Skills	<ul style="list-style-type: none"> The ability to communicate effectively in writing, providing reports and briefings Effective administration and accurate record keeping skills (paper and computerised)
Time management	<ul style="list-style-type: none"> Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently
Teamwork	<ul style="list-style-type: none"> Able to demonstrate effective skills in an office environment Ability to communicate effectively and work collaboratively in a team setting Inclusive, collaborative, and approachable Strong relationship building skills with the ability to connect with people Able to receive and act on feedback, and be willing to give feedback in a constructive way
Influencing & negotiation	<ul style="list-style-type: none"> Proven ability to work well within a team and a professional approach to fostering strong external contacts
Striving for excellence	<ul style="list-style-type: none"> Can demonstrate an ongoing commitment to learning and performance enhancement
Management & Performance	<ul style="list-style-type: none"> Able to demonstrate the impact of delivering excellent customer service

	<ul style="list-style-type: none"> • Able to contribute to the effective delivery of equality of opportunity in both service delivery and employment • A 'can-do' and flexible approach with the ability to adapt to changing priorities and manage multiple workloads • 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 demonstrate the effective use of written and verbal communication skills to provide a high-quality service to customers • Confident in training and presenting to large audiences • Good verbal and written English • Inspiring, motivating, and articulate communicator • Good understanding of boundaries and confidentiality
Cross Barnet working	<ul style="list-style-type: none"> • Understands the key functions of Barnet Council and the broad roles of service areas • Recognises the advantages of working with others across the council • 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"> • 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

Compiled/Reviewed by	Claudette Adomako
Date	21/02/2025

Key Details

Reporting to: Claudette Adomako

Contract: Fixed Term Contract Full-Time 1 Year

Salary: £38,085PA - £40,755

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 **27** days plus **7** 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/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: 19/03/2025- 12pm

Interviews will be held on: 24/03/2025

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.