

Barnet Education and Learning Service



Job Title: Care Leavers Post 16 Caseworker

Barnet Education & Learning Service (BELS)

Closing date: 28th March 2025

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Welcome to Barnet Education & Learning Service (BELS)

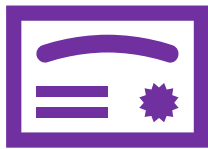
About Us

<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.

Our Values and Behaviours



Dear Applicant,

Post: : Post 16 Care Leaver and UASC Caseworker

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 – 28/03/2025
Interviews will be held – 31/03/2025.

If you would like to discuss this position on an informal basis, please contact me at: alexa.twomey@barnet.gov.uk

I look forward to receiving an application from you.

Yours faithfully

Alexa Twomey
Partnerships and Operations Manager
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: alexa.twomey@barnet.gov.uk

Job Title: Post 16 Care Leaver/UASC Education & Skills Caseworker
Any important contract terms e.g: Fixed Term- Maternity Cover 1 Year
Hours: hours per week :36 Hours Per Week
Salary: £37,068 - £38,934 per annum
Expected Start date:21/04/2025

The post holder will operate as part of a team on The Care Leavers Participation Project, working towards set targets to reduce the number of care experienced people not in employment or education. They will work with a close-knit team of engagement professionals and will have their own caseload of care experienced young people. The role is to provide tailored support to get young people into meaningful education and/or employment pathways. This will involve working directly with internal and external stakeholders, including Onwards and Upwards (Leaving Care Team), Jobcentre Plus, local employers, colleges and charities.

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)

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-Offers)

For an informal discussion about the post, please contact: alexa.twomey@barnet.gov.uk

Closing date for applications: 28/03/2025

Interview date: 31/03/2025

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

Daily Duties

- **Maintain a caseload of young care experienced people, who have complex backgrounds and challenges to mentor, support and guide them into finding suitable employment or education opportunities. Activities include putting together CVs, supporting with job search, interviews, mentoring, meeting with employers/training providers and developing work-ready skills.**
- **Identifying and breaking down barriers preventing young person from entering work or education e.g. housing concerns, mental illness or gang affiliation and working with the relevant agencies to mitigate these.**
- **Proven track record of meeting targets and KPI's.**
- **Provide one to one advice and guidance where an initial assessment and an action plan is put in place identifying young person's aspirations, skills and goals.**
- **Recording all interventions using IYSS (our data system) and meeting notes to reflect quality interventions with each young person.**
- **A good understanding of Post 16 education and career pathways and a comprehensive understanding of the UK education system to ensure young people are equipped with knowledge of career pathways.**
- **Work closely with internal and external stakeholders, including employers, Social Workers, Personal Advisors and The Virtual School and other related agencies to provide regular updates and support.**
- **Attend career fairs, college open days and other relevant events to build**

partnerships and maintain positive and professional working relationships.

- Advocate on behalf of the client with prospective employers, aiming to identify work

solutions that will overcome or minimise difficulties within the workplace.

- Signpost the young person, where necessary, to other agencies who will be able to

provide advice on benefits or support that the young person may be entitled to

Administration/General

- Ensure that all necessary paperwork is completed on time, including intervention notes, reports, and minutes for each young person engagement and that these are regularly updated using the IYSS (database system) and protocols.

- Maintain confidentiality and ensure that information is stored according to BELS data

policies.

- Always provide a culturally sensitive service and work within an anti-discriminatory

framework

- Participate in staff meetings, supervision meetings, appraisals, training, team development sessions and other meetings as required

- Undertake all duties in accordance with BELS policies, with reference to the Equal Opportunities and Health & Safety policies, and work towards their continuing development and implementation.

- Liaise with the Programme and Operations Manager to ensure that all publicity material is compliant with BEL's guidelines.

- This list is not exhaustive, and you will be required to carry out other duties as necessary in the fulfilment of the role.

Section B: Person Specification

- **Educated to degree level or equivalent work experience**
- **Proven ability to build strong relationships with hard-to-reach young care experienced young people deriving from complex backgrounds including mental health challenges, learning difficulties, criminal convictions, substance abuse and asylum seekers.**
- **Strong attention to detail, ability to manage large caseloads and knowledge of risk assessments, engagement strategies, and intervention recording.**
- **Able to mentor and motivate young people to develop skills, build confidence and empower them to transition into sustainable employment or education.**
- **Experienced in working with unaccompanied asylum-seeking young people and knowledge of the support network and provisions available.**
- **Demonstrable experience of working within a multi-disciplinary team and establishing good working relationships with other provider organisations, e.g., job centres and education providers.**
- **Experience of engaging and working with employers in supporting people to gain and retain employment.**
- **Experience of using client database systems and IT systems.**
- **Ability to work well under pressure and deal with conflicting demands and plan, prioritise and manage deadlines and workloads.**
- **Excellent communication skills, oral and written**
- **Self-reliance, resilience, and a flexible attitude to the working environment**
- **The ability to work independently as well as within a team and foster good working relationships**
- **An understanding of and commitment to safeguarding and best practice**
- **Willingness to work flexibly to meet the needs of the service**

Compiled/Reviewed by	CARL FOFIE
Date	28/02/2025

Key Details

Reporting to: Partnerships and Operations Manager

Contract: Fixed Term 1 year Maternity Cover

Salary: £37,068 PA- £38,934 PA

Location: 34-36 Woodhouse Road, N12 0RG

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/Fixed Term Maternity Cover. 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: 28/03/2025

Interviews will be held on: 31/03/2025

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.