

Education Welfare Assistant (MASH)
Barnet Education & Learning Service (BELS)

Closing date: midnight 5th December 2021

Ref: BELS/914



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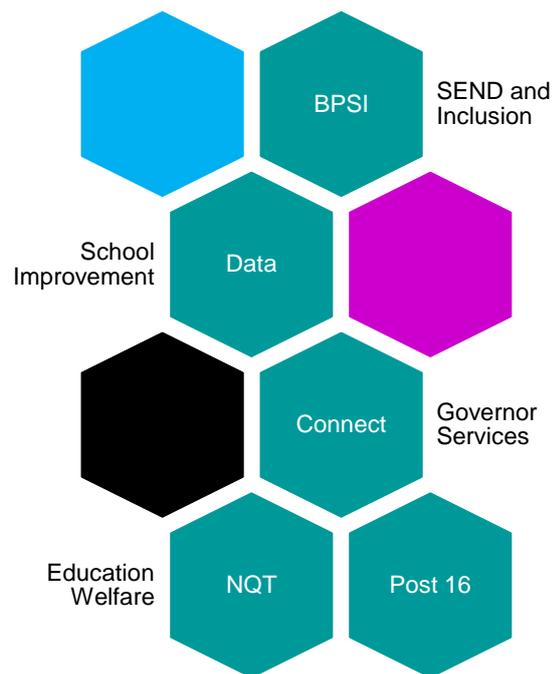


Welcome to Barnet Education & Learning Service (BELS)

Our Services

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

Barnet Education & Learning Service (BELS) is a local authority controlled company which is responsible for providing the Council's Education & Skills service to Barnet schools.



Useful Terms and Conditions

BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's. Staff 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 service of 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 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.



Letter to applicants

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

Dear Applicant

Post: Education Welfare Assistant (MASH)

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/914**.

The closing date for applications is midnight on 5th December 2021.

Interviews will be held on **10th December 2021**.

If you would like to discuss this position on an informal basis, please contact me on **0208 359 3109** or email lauren.jefferson@barnet.gov.uk.

I look forward to receiving an application from you.

Yours faithfully



Lauren Jefferson
Education Welfare Team Manager
Education Welfare Team



Advert

Education Welfare Assistant (MASH)

- **Contract: Permanent, Term time only**
 - **Working hours: Part time contract (3 days a week)**
 - **Salary: £26,052 – 28,992 per annum fully inclusive (pro-rata)**
 - **Actual salary: £13,325.08 - £14,828.83 per annum based on 21.6 hours per week, TTO**
 - **Start date: January 2022 or as soon as possible afterwards**
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- An exciting opportunity to support the work of the Multi-Agency Safeguarding Hub, contacting schools for urgent information that will facilitate social work assessments to safeguard children in Barnet.
 - You will need to be enthusiastic, excellent communicator and able to organise your work efficiently and effectively to deliver an outstanding service.
 - This role is an excellent opportunity to develop skills within social care and be part of a multi-agency hub.
 - The successful candidate will have access to continuous professional development and supervisions.

For an informal discussion about the post please contact Lauren Jefferson, Education Welfare Team Manager, 0208 359 3109

Closing date for applications: **midnight 5th December 2021**
Shortlisting for interview: **6th December 2021**
Interview date: **10th December 2021**

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/914**.

Barnet Education and Learning Service (BELS) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Barnet Education and Learning Service operates stringent safer recruitment procedures.

Barnet Education and Learning Service (BELS) is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

We value diversity.



Job Description

Service:	Education & Skills
Location:	Colindale Offices
Job Title:	Education Welfare Assistant (MASH)
Grade:	14 – 20
Reports to:	EWT MANAGER

1. CONTEXT AND PURPOSE OF JOB

- 1.1. To provide Education advice and support to the Multi-Agency Safeguarding Hub (MASH)
- 1.2. To respond effectively and efficiently to requests for information from the MASH, contacting schools in a timely fashion and ensuring prompt responses.
- 1.3. To liaise with social work and Education Welfare colleagues.

2. PRINCIPAL ACCOUNTABILITIES

2.1. Main duties and responsibilities

- To provide Education information to the MASH in a timely fashion, contacting safeguarding officers in schools to ensure that the most effective information is available promptly to assist in the assessment of safeguarding concerns.
- To complete tasks within the EHM database accurately and clearly.
- To contribute to the assessment process by attending daily threshold meetings and MASH team meetings.
- To liaise with Education Welfare colleagues as appropriate when gathering information for the MASH
- To use Admissions and Education Welfare data systems to provide MASH with essential information.
- To develop an understanding of the work of the Education Welfare Team in its work with schools on attendance, and related issues.
- To develop and employ knowledge of the roles of other agencies supporting the safeguarding of children.

2.2. Staff Responsibilities



- To ensure that all personal data is handled in a secure and safe manner and in strict compliance with the Data Protection Act and with Barnet's policies and protocols relating to data handling

3. PROMOTION OF CORPORATE VALUES

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

4. FLEXIBILITY

- 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.

5. THE COUNCIL'S COMMITMENT TO EQUALITY

- 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.



Person Specification

Service:	Education & Skills
Location:	Colindale Offices
Job Title:	Education Welfare Assistant (MASH)
Grade:	14 – 20
Reports to:	EWT MANAGER

Essential Qualifications required

Type	Level required
Professional qualifications/ memberships	None specific
Education	Educated to GCSE level with passes in English and Maths or equivalent Highly literate and numerate

Technical / Knowledge Requirements

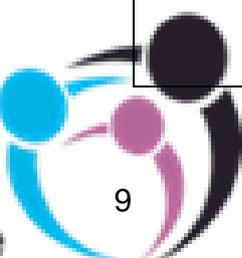
Type	Description
ICT skills	<ul style="list-style-type: none"> • Competence in the use of ICT, and in the navigation of databases. • Knowledge of and commitment to the adherence to the principles of data protection and safeguarding of sensitive data. • ability to handle confidential personal information in an appropriate and secure manner

Role Specific Competencies

Type	Description
Education and Safeguarding	<ul style="list-style-type: none"> • Understanding of the work of schools in respect of safeguarding • Experience of working with other agencies such as health, mental health, voluntary sector and others. • Experience of dealing effectively and sensitively with internal and external colleagues, clients, schools, parents, agencies in a highly customer focused manner. • Commitment to the safeguarding of the welfare of children and young people.

Behavioural Competencies

Competency	Key to role
Communicating and influencing	<ul style="list-style-type: none"> • Effective written communication skills, able to prepare correspondence and minutes. • Ability to communicate complex issues in a clear and effectively manner (oral and written) with a wide range of stakeholders • Good listening skills, ability to handle confrontation with confidence, discretion and diplomacy under pressure • Influencing skills to effectively chase up and secure information and data to demanding deadlines • Proven ability to deliver a customer-focused service to defined quality standards.
Safeguarding	<ul style="list-style-type: none"> • Sound understanding of the principles of safeguarding and a commitment to improving safeguarding the welfare children and young people. • Commitment to confidentiality.
Political Awareness	<ul style="list-style-type: none"> • Appreciation of the political make-up and decision-making processes of the council and its impact on the role
Leadership	<ul style="list-style-type: none"> • Willingness to take personal responsibility for the delivery of relevant service priorities. • Ability to ensure that children and young people are the focal point for decision-making



Problem-solving	<ul style="list-style-type: none"> • Highly developed organisational skills, ability to work independently and unsupervised to tight deadlines using own initiative and whilst managing conflicting priorities
Striving for excellence	<ul style="list-style-type: none"> • Attention to detail with a proven record of producing work to high levels of accuracy and quantity standards. • Ability to manage a complex workload and meet tight timescales, using ICT skills to support office procedures • Determination, ability and proven experience of successfully delivering a service to demanding targets and objectives • Commitment to embrace the principles of equality in the delivery of the service
Team working	<ul style="list-style-type: none"> • 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 build and nurture good working relationships with colleagues and across a wide range of outside agencies
Partnership working	<ul style="list-style-type: none"> • Understanding of the importance to the council of active partnership working

How to apply and key dates

Closing date for applications: midnight 5th December 2021

Interviews will be held on: 10th December 2021

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/914**.

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then contact the Recruitment Team at schoolsrecruitment@islington.gov.uk.

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.