Barnet Education and Learning Service

Senior SEND and AP Quality Assurance Officer

Barnet Education & Learning Service (BELS)

Closing date: 30 November 2026 11AM

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Welcome to Barnet Education & Learning Service (BELS)

About Us

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

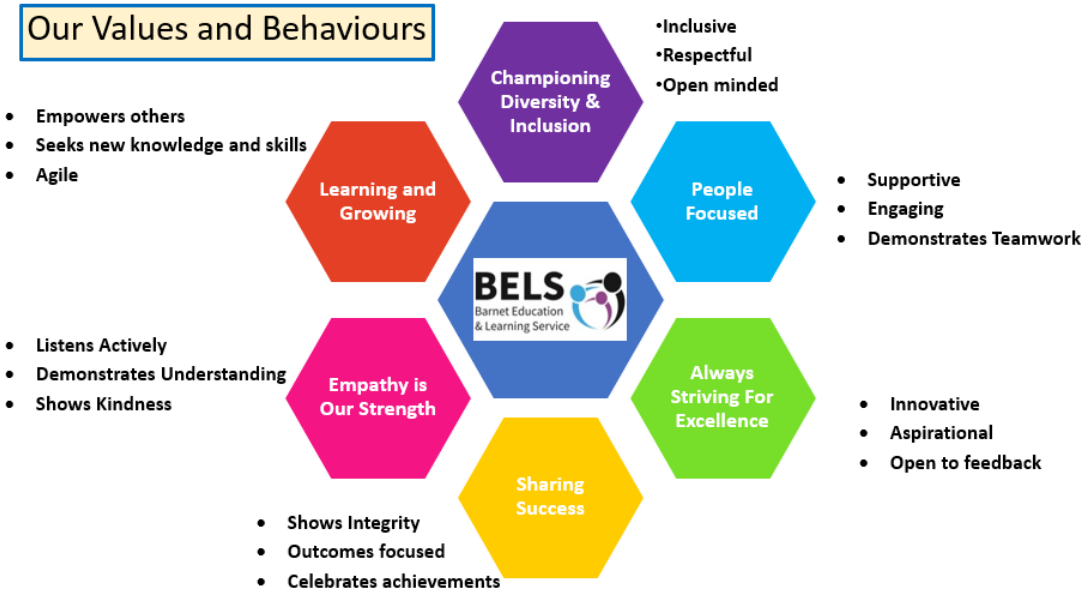
Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

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: Victor Roman
Department: Transformation
Telephone: 0208 359 2107

Dear Applicant,

Post: Senior SEND and AP quality assurance officer

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: Search Jobs - BELS External Career Site Careers

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

The closing date for applications – 30th of November 2026 11am
Interviews will be held – week commencing 7th of December 2026

If you would like to discuss this position on an informal basis, please contact me at: victor.roman@barnet.gov.uk or my colleague Kim Miller Kim.Miller@barnet.gov.uk

I look forward to receiving an application from you.

Yours faithfully,

Victor Roman

Director of Transformation
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Tel: 0208 359 2107 | Web: barnet.gov.uk | bels.org.uk

Senior SEND and AP quality assurance officer
Permanent Contract
Hours: 36 hours per week (FTE)
Salary: £58,239 - £61,476 per annum fully inclusive (pro rata)
Expected Start date: January 2027

The post holder will be the Senior SEND and AP quality assurance officer for children and young people with SEND across the full range of need, from those at SEN Support to those with complex and significant needs. You will lead, collaborate and liaise across Health, Social Care, Education, a wide range of service providers and the voluntary sector to embed our ambitions for children and young people with SEND and those accessing AP through quality assurance and learning.

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.

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

For an informal discussion about the post, please contact:

Victor Roman victor.roman@barnet.gov.uk or Kim Miller Kim.Miller@barnet.gov.uk

Closing date for applications: 30th of November 2026 11am
Interview date: week commencing 7th of December 2026

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

JOB DESCRIPTION

Service:	**Barnet Education and Learning Service (BELS)**
Location:	**Colindale Office**
Job Title:	**Senior SEND and AP quality assurance officer**
Grade:	**SCP 42-45**
Reports to:	**Director of Transformation**

1. CONTEXT AND PURPOSE OF JOB

The SEND and AP local area partnership is ambitious for our children and young people with SEND or accessing Alternative Provision. We are dedicated to improving practice through learning from quality assurance processes.

The post holder will be the Senior SEND and AP quality assurance officer for children and young people with SEND across the full range of need, from those at SEN Support to those with complex and significant needs. You will lead, collaborate and liaise across Health, Social Care, Education, a wide range of service providers and the voluntary sector to embed our ambitions for children and young people with SEND and those accessing AP through quality assurance and learning.

Embedding co-production and partnership working are core expectations of all staff that work in BELS.

2 ROLE SPECIFIC ACCOUNTABILITIES

- Further develop Quality Assurance processes for SEND and work with managers across the partnership to support implementation.
- Develop and implement a SEND Quality Assurance Framework.
- Provide visible professional leadership for SEND quality assurance activity across the partnership, offering constructive challenge, support and direction to managers and practitioners to secure consistent standards and continuous improvement.
- Work with frontline managers and practitioners to develop and implement a robust Quality Assurance approach within SEND to ensure our children and families experience support of the highest standard.
- Lead multi agency SEND and AP audits for children and young people with SEND, with and without EHCPs

3. KEY ACCOUNTABILITIES

This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- Develop and implement methods to capture the voice of children, young people and families in the delivery and development of SEND services. Ensure this lived experience informs all QA activity.
- Ensure feedback from service users is used to shape and inform future working and best practice.
- Lead the co-design and implementation of a partnership-wide SEND quality assurance framework.
- Contribute to strategic planning and system-wide improvement by embedding QA processes in relation to SEND and AP across education, health, and care.
- Implement and monitor a programme of audits within SEND. Agree and monitor action plans to address any identified areas for improvement.
- To produce regular and clear management information reports for Senior Managers to assist evaluation and development of future delivery by identifying trends and evaluating impact.
- Co-design and implement effective processes to close the learning loop on audit activity.
- Chair multi-agency case file audit discussions.
- Provide guidance and training to practitioners and managers to build QA capacity and embed best practice.
- Contribute to SEND governance structures, providing assurance and insight to strategic boards and partnership groups.
- Ensure QA processes support compliance with statutory duties, including Ofsted/CQC inspection frameworks and SEND Code of Practice.
- Contribute to effective partnerships and working groups with wider stakeholders.
- Lead the identification of emerging themes, areas of risk and practice concerns arising from audit, feedback and performance information, and escalate these appropriately with recommendations for action and improvement.
- Support local area inspection readiness by coordinating quality assurance evidence, identifying strengths and weaknesses against statutory and inspection frameworks, and contributing to self-evaluation and improvement planning.

- Develop and use quality indicators, performance measures and assurance reporting to evaluate practice, track delivery of improvement actions and evidence the impact of quality assurance activity over time.
- Produce high-quality analytical reports and present findings, risks and recommendations to senior leaders and partnership boards in a clear and persuasive way that supports decision-making and service improvement.
- Apply a range of quality assurance methods, including case file audit, dip sampling and thematic review, to evaluate the quality of SEND practice, including EHCP processes, and use learning from complaints, feedback and dispute resolution to inform improvement.
- Keep up to date with national and local plans and policies that may have an impact on services and to participate fully in local, regional and national activities affecting the interests of children and young people with SEND or accessing AP.

Performance and Customer Focus

- Implement rigorous and effective performance management processes to drive forward service improvements.

- Ensure that outstanding customer service is being delivered on a day to day basis in line with corporate and service standards

- Work flexibly and respond positively to changing business and client needs and carry out any other duties within the scope of the nature and grade of the post.

Communication & Influence

- Ensure all communications are clear, effective and appropriately targeted in compliance with communication corporate standards.
- Work closely and collaboratively with colleagues across BELS and other services to ensure business activities are appropriately integrated and joined up.
- Engage and work constructively with families, who at times may be challenging or distressed, demonstrating professionalism, empathy and assertiveness, while providing timely information, advice and support in line with the expectations of the Council's Customer Care standards.

Health and Safety and Data Management

- Promote and safeguard the welfare of children and young people, ensuring this principle, culture and practice is embedded across the team and in all business processes and communications, in compliance with national and local procedures and protocols.

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

- Ensure that all personal data is handled securely and in strict compliance with the data protection legislation and BELS and the Council's data management protocols.

4. TRAINING

The postholder will be required to prepare and deliver appropriate and up-to-date training and guidance to a range of stakeholders and partners in relation to SEND and AP quality assurance and the learning from these processes.

5. 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 and which is on occasion outside of normal working hours and/or at locations that differ from the primary place of work. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. THE BELS COMMITMENT TO EQUALITY

Deliver the BELS and the Council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the workplace and in the services the council delivers.

7. PROMOTION OF CORPORATE VALUES

Embrace innovation and change, value diversity, work together, be trustworthy, care about Barnet, its people, its businesses and all those with whom we work.

Section B: Person Specification

PERSON SPECIFICATION

Service:	**BELS**
Location:	**Colindale Office**
Job Title:	**Senior SEND and AP quality assurance officer**
Grade:	**SCP 42 - 45**
Reports to:	**Director of Transformation**

Essential Qualifications required

Type	Level required
Professional qualifications and memberships	A professional qualification relevant to the role is required e.g. qualification in the area of SEN
Education	Degree level.

Technical / Knowledge Requirements

Type	Description
SEND and AP expertise	• Expert knowledge of relevant legislation and regulations across Education, Health and Social Care relating to SEND, AP and other legislation relevant to the role. • Expert knowledge and experience of SEND and AP processes, quality standards, quality assurance and closing the learning loop from audit. • Expert knowledge and substantial experience of delivering evidence-based practice.
ICT skills	Excellent Information Communications Technology skills (ICT) including ability to use spreadsheets, databases, word processing and maintain accurate records.
	Expert knowledge of the requirements relating to handling sensitive data and information, particularly in relation to the Data Protection Act 2018 and the UK General Data Protection Regulation.

Role Specific Competencies

Type	Description
	Extensive knowledge of the role and responsibilities of key professionals within the local area SEND system including those from Education, Health, Social Care, and the wider partnership.
	Wide ranging knowledge of innovative and integrated multi-agency practice in the delivery of SEND services for children and families and understanding of the diverse needs of families
	Experience in working in a leadership position within a child focused environment.
	Experience of mobilising and collaborating with multi-disciplinary teams, working towards common goals
	Experience of liaising effectively with both statutory and non-statutory agencies for the benefit of children, young people and families.
	Experience of working in a multi-agency/public/voluntary sector setting.
	Experience in applying project and business management tools and strategies.
	The ability to analyse and interpret performance data to support service improvement.
	Substantial experience of leading quality assurance, audit or service improvement activity across complex multi-agency services, with the ability to influence practice and hold a strong focus on accountability without direct line management responsibility.
	Experience of supporting inspection readiness, self-evaluation and assurance reporting, including identifying risk, evaluating evidence and presenting clear recommendations for improvement to senior leaders or partnership boards.
	Demonstrable ability to lead change through influence, embed continuous improvement and challenge practice constructively across a partnership environment.

Behavioural Competencies

Competency	Key to role
Communicating and influencing	Experience of influencing the practice of colleagues in multi-disciplinary teams, to promote the best possible outcomes for children and families
	Ability to recognise the limits of own accountability and responsibility and to seek appropriate support, advice and supervision.

	High level communication skills, to communicate effectively with children and their families, members of the public, members of the team, other agencies.
	Good literacy and numeracy skills in order to write reports to a high standard; present information clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic form.
	Experience of providing reports for senior managers that facilitate decision making.
	Ability to keep up to date with changes to legislation required for the post.
Political Awareness	Political awareness and proven ability to handle the Member/Officer interface effectively and professionally in a way that establishes confidence, credibility and trust.
	Good demonstrable experience in handling contentious and confidential issues in an effective manner
	Ability to work with minimal supervision while planning and organising a varied workload within a changing environment to meet tight deadlines.
Striving for excellence	Proven record of achievement in delivering: • logical and effective decision making • high quality, accurate and timely work
	Sharing learning with others and taking decisive action to ensure that plans are delivered.
	Ability to manage a complex workload and meet tight timescales
	Demonstrates a dynamic and achievement orientated attitude.
	Commitment to embrace the principles of equality in the delivery of the service
Safeguarding	Sound understanding of the principles of safeguarding with a record of achievement and commitment in improving the safeguarding of children and young people.
	Ability to recognise when a child may be at risk of significant harm and know what action to take to ensure their safety and well-being.

Team working	Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.
	Ability to work effectively with senior managers, staff, schools, external partners and to establish confidence, trust and credibility
	Ability to build and nurture good working relationships with colleagues and other stakeholders.
Partnership working	Recognises the importance to BELS of co-production, active partnership working and embraces the opportunity to work in an organisation where these are core expectations.
	Actively contribute to the creation of an open, and interdependent culture
	Ability to provide accurate guidance, information and advice to all parts of the local SEND system
	Highly developed care skills, including an ability to deal sensitively with a wide range of individuals and maintain good relationships with internal or external partners (within the public, private and voluntary sectors)
	Ability to gain the trust and respect of other professionals in order to be able to secure and develop partnership working.

Compiled/Reviewed by	Victor Roman
Date	27/10/2026

Key Details

Reporting to: Director of Transformation
Contract: Permanent
Salary Range: £58,239 - £61,476
Location: Colindale

Annual Leave
You are entitled to 31 days of annual leave per annum plus the Bank Holidays in the year (this is normally between 7 -10 days). The entitlement would be pro-rated for part timers.

Flexible and Hybrid Working
This is full-time post

BELS is committed to work-life balance. The options may include hybrid working, flexible working, job share and part-time 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.

Other benefits

You will have access to a range of lifestyle discounts from major retailers, supermarkets, energy suppliers and more. You will also enjoy a range of payroll benefits including cycle to work, eye care vouchers, travel and gym membership.

Employees have access to well- being training programs including confidential employee assistance and an occupational health service.

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: 30th November 2026 11am
Interviews will be held on: Week commencing 7th of December 2026

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) .

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.

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.