

# Barnet Education and Learning Service



## Director of SEND and Inclusion

**Barnet Education & Learning Service (BELS)**

**Closing date: Friday 19<sup>th</sup> September 12.00pm**

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## Welcome to Barnet Education & Learning Service (BELS)

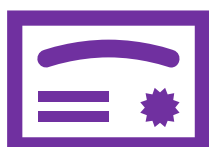
### About Us

<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.



**98% 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



**Contact Officer: Neil Marlow**  
**Department: Chief Executive**  
**Telephone: 020 8359 7725**

Dear Applicant,

**Post: Director of SEND and Inclusion**

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)

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

**The closing date for applications – 19/09/2025 12.00pm**  
**Stakeholder Panel and Final Interviews will be held – w/b 22/09/2025**

If you would like to discuss this position on an informal basis, please contact me at: [neil.marlow@barnet.gov.uk](mailto:neil.marlow@barnet.gov.uk) (e mail) or 020 8359 7725 (landline) or 07958 533902 (mobile).

I look forward to receiving an application from you.

Yours faithfully



**Neil Marlow**  
**Chief Executive and Director of Education and Learning**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW  
Email: [neil.marlow@barnet.gov.uk](mailto:neil.marlow@barnet.gov.uk)  
Tel: 020 8359 7725 / 07961081977

**Job Title: Director of SEND and Inclusion**  
**Salary: HAY Level 5 (£99,891 – £110,718 per annum fully inclusive)**  
**Permanent, Full Time**  
**Start Date: January 2026**

Barnet Education and Learning Service (BELS) has been very successful since its formation in September 2020 in giving quality support, monitoring and challenge to all the schools and settings in Barnet and fulfilling all of the educational statutory duties on behalf of Barnet Council. We have a very strong partnership with our schools, settings and other stakeholders and work extremely closely with our colleagues in other parts of the Council.

Barnet's Special Educational Needs and Disabilities Service has made huge progress over the last ten years and received a positive Local Area SEND Ofsted Inspection in March 2022 and was selected, by the DfE, as the Lead Borough for London in the Change Programme Partnership. We are passionate about delivering good outcomes for vulnerable children and families. Our systems are efficient and effective in ensuring we meet statutory deadlines for over 95% of assessments and for quality assuring our EHCPs and the services we offer to children and young people, their families and schools. Our Educational Psychology and Specialist Inclusion Advisory services are highly valued by schools. There is a strong focus on inclusion and working in close partnership with all stakeholders to achieve the best outcomes for children and young people with SEND.

This is a unique opportunity for an aspiring and successful SEND Leader to move to a new level in a high performing authority where the strategic partnership between the council and BELS provides additional opportunities to grow services in Barnet and beyond.

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 post will be based in BELS, reporting to the 'Chief Executive and Director of Education and Learning', and will also be a member of the Senior Leadership Team of Family Services in the council. The post-holder will be on a joint employment contract with BELS and the council, paid via the council and a member of the council's local government pension scheme.

You will need to be a dynamic, experienced and capable leader, able to maintain and build on our excellent quality standards and our very positive relationship with our partners in social care, health, schools, settings and further education as well as a very strong partnership with our Barnet Parent Carer Forum.

As Director you will make a direct contribution to the leadership of BELS, deputising for the Chief Executive where required. You will also work closely with the council's Executive Director of Children's Services and be a member of their senior management team and will be instrumental in supporting the council's vision of a Family Friendly Barnet and our commitment to building the resilience of communities, families and children.

For an informal discussion about the post please contact Neil Marlow – Chief Executive and Director of Education and Learning at [neil.marlow@barnet.gov.uk](mailto:neil.marlow@barnet.gov.uk).

- Closing date for applications: **12.00pm Friday 19<sup>th</sup> September 2025**
- Stakeholder Panels and Final Interviews: **w/b 22<sup>nd</sup> September 2025**

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](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

*For more information about BELS visit <https://www.bels.org.uk/>*

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

### Role Purpose

The Director, SEND and Inclusion, leads the management of all high needs education statutory functions and related support services for the Council for children and young people aged from 0 to 25 years.

The role is responsible for the delivery of these services within the relevant statutory frameworks and the policy and strategic direction of the Council.

The post-holder will work with a range of internal and external partners, parents and families to achieve effective outcomes for residents of Barnet.

The role is responsible for the forging and maintaining of strong and resilient relationships with schools, education settings and colleges and voluntary sector partners, in relation to building capacity for the education and well-being of all children and young adults with SEN and securing the provision of education for the highest levels of SEN.

The Director, SEND and Inclusion, makes a direct contribution to the leadership of Barnet Education and Learning Service, deputising for the Chief Executive where required.

### The Director, SEND and Inclusion, will:

#### Commissioning, Securing, Managing and Delivering specialist education services

- Manage and commission the provision of the educational psychology service, ensuring that it:
  - meets the Council's statutory responsibilities for assessment and case planning, plays a key role in the Council's monitoring responsibilities and contributes to strategic development of SEN provision;
  - plays a key role in building capacity in schools, settings and colleges, to provide for learners with SEN, and develops and sustains a traded service for schools, post-16 education providers and commissioned training programmes;
  - provides assessment and monitoring advice to the Council as required, including for SEN appeal and SEN complaints, and in relation to strategic priorities as required.
- Manage and commission provision of specialist and advisory teaching support to schools, parents, early education settings and post-16 providers for those children and young people with significant SENs from birth to 25 years, and for whom their parents and early education settings, schools, and other named education providers require expert advice and support.
- Enable the provision of assessment and monitoring advice by specialist and advisory teaching support services to the Council as required, including for SEN appeal and SEN complaints, and in relation to strategic priorities as required.
- Oversee and contribute to the development and monitoring of commissioned agreements with external partners to provide therapy, autism diagnosis and other specialist services for learners with SEN.
- Lead and co-ordinate the various strands of action across Barnet Education and Learning Service and with the school funding support team, to enable the successful and sustainable implementation of SEN legislation and SEN funding.

- Maintain an ongoing relationship with the Schools Forum and lead and be responsible for the continuing development and improvement of a High Needs funding strategy that enables:
  - Expenditure within budget
  - A refocusing of budget away from the independent sector into local maintained and academy provision
  - Fair, open and transparent decision-making
  - Clarity at school, college and setting level about the links between how schools/settings are funded for SEN, and how the statutory process applies.
- Work proactively with Joint Commissioners in Health and Social Care, and in close liaison with the Executive Director Children's & Family Services, to secure a robust supply of specialist services to enable the delivery of provision specified in Education Health and Care Plans (EHCPs).
- Be accountable for applying relevant council policies in a way which makes the most efficient use of resources to support local needs.
- Through careful use of performance, placement and budget data, and working with and across health and social care services, develop systems and processes that will reduce dependencies on non-maintained and independent special school provision, and so refocus the High Needs budget on local specialist education provision.

#### The Statutory SEN Framework for Identification and Assessment and EHCPs

- Ensure the discharge the Council's responsibilities to:
  - Implement Part 3 of the Children and Families Act 2014
  - Keep under review the special educational provision required for children and young adults resident in or in care to Barnet
  - Publish and keep up to date the Council's Local Offer as prescribed in the 2014 Children and Families Act and the associated Code of Practice
  - Make available defined services that can be funded through Personal Budgets for children and young adults with SEN
- Be responsible for Special Education Needs assessment, preparation of EHCPs and the statutory monitoring system and reviewing and monitoring pupil/student level outcomes to ensure alignment with the Council's statutory responsibilities and strategic direction.
- Be responsible for decisions taken not to assess or issue a EHCP and for defending the Council in SEN appeals.
- Be responsible for the quality, integrity, rigour and sustainability of decisions taken within the statutory process and in support of the statutory SEN process, intervening to model good practice and demonstrate the application of good models of stakeholder engagement in decision-making where necessary.
- Ensure effective co-planning and collaborative working from SEND and Inclusion professional staff with adult social care and health staff, to ensure effective arrangements are in place for young adults with high needs to transition into continuing education and training and from there into adult provision.
- Embed and sustain the amalgamation of 16-25 SEN education processes with 0-19 SEN education processes to secure better alignment, operational efficiency and reduced expenditure on out of authority post-16 placements.



- Ensure effective links with the wider development of employment and training opportunities and with the development of approaches to support independent living for adults with learning difficulties.
- Lead and oversee SEN (0-25) placement, ensuring no overspends against budgets and the achievement of saving targets
- Lead and oversee SEN (0-25) travel assistance policy and decision-making, ensuring no overspending against budgets and the achievement of saving targets
- Commission the provision of transport for children and young people with SEN, as required, and manage the contract/service level agreement with the transport provider.

#### Leadership for Inclusion across maintained specialist education providers and academies and local partners

- Ensure proactive engagement with pupil referral units and alternative education provision managers, with special school head teachers and with head teachers of schools that host specialist resource provision, in order to maintain a strong strategic partnership between the Council and specialist provision leaders and to enable dynamic and timely contributions to other business, capital or commissioning programmes taking place across the Council.
- Engage in structured discussions with recognised parent organisations, voluntary sector representatives, health and social care service managers, commissioners and head teachers, setting managers and college principals and children and young people, in order to continue the approach to co-development of strategy and co-design and production of services.
- Working with the Directors in the council's Family Services and Adults and Communities Delivery Units, maintain and develop effective working practices and relationships between SEND and Inclusion professionals and children's and adults' social care staff, challenging and improving joint working practices where required.
- Strengthen and develop links and working practice with Joint commissioners and the Customer Care Group (the Council's customer care services to the public) so that a continuing programme of commissioning and review is in place for those services that are a strategic priority to the Education and Skills service, and so that value for money is improved.
- Work closely with school improvement services to ensure an insightful and informed dialogue on specific issues arising at individual school / setting level, in the provision of education for children and young adults with SEN.
- Provide leadership, direction and co-ordination to programmes and projects designed to change the organisation and structure of specialist educational provision and education services for children and young people with SEN.

#### Monitoring and Quality

- Ensure a sustainable approach to building and developing effective practice and provision, providing time and opportunities for SEND and Inclusion staff and partners to discuss evidence based research and its application, particularly in areas of strategic challenge.
- Lead, support and challenge managers within the SEND and Inclusion service, applying innovation, analysis and energy to the ongoing improvement, refining and development of SEN education services to be the best that is possible for Barnet children and young adults.
- Influence policy development by providing accurate and relevant information, organised to inform local impact. Use relevant and bespoke data sets and Performance Indicators to ensure that SEND and Inclusion staff drive and develop their practice and approach to secure organisational performance priorities by reviewing the way in which each individual works.

- Make timely and appropriate representation of the Council at the West London Alliance, including the SEN group.
- Provide focus on high risk/high spend areas of statutory responsibility, ensuring that SEN budgets are well managed and demonstrate value for money.

### Core Accountabilities

- **Think Customer:** To ensure that outstanding customer service is being delivered on a day-to-day basis for all customers of the Council's and BELS services and that any issues or complaints are dealt with, and resolved, in an effective and timely manner.
- **Leadership & People Management:** To provide strong, visible leadership and professional supervision for service staff and/or external partners to ensure a high quality of service provision within professional guidelines and standards.
- **Democratic Spine:** To provide detailed operational data to councillors as required, to highlight the performance of specific services against agreed performance standards and to raise any specific, high-priority service issues for their attention.
- **Financial & Risk Management:** To manage operational budgets within agreed financial parameters, and monitor compliance with relevant legislation, statutory duties and Council and BELS policies to manage risk appropriately
- **Resource Planning & Management:** To manage the use of a set resources (people, assets etc.) to ensure that they are best deployed to meet identified needs and achieve agreed service outcomes.
- **Contract Management:** To manage the operational aspects of specific contracts for the service area ensuring that they delivery against agreed service quality levels.
- **Stakeholder Management:** To manage operational stakeholder relationships in order to ensure high quality service delivery.
- **Service Expertise:** To manage commissioning and delivery activity with partners to ensure that service level contracts reflect service knowledge and experience to ensure high quality customer outcomes are consistently achieved.

## Section B: Person Specification

### Knowledge, Skills and Experience

- Educated to degree level or equivalent by experience with a relevant professional qualification (e.g. education psychology; teaching; lecturing; youth work).
- Significant experience of managing complex organisational structures within a local government context at a senior leadership level in work that includes some or all of SEN, learning difficulty and disability, vulnerable learners, educational inclusion
- Successful track record of developing and delivering services which are effective at meeting customer needs and are cost efficient, and which feature conflicting stakeholder demands and vested interests.
- Experience of financial management, including a track record of achieving sustainable budget reductions and maintaining service quality.
- Strong understanding of the legislative and statutory frameworks affecting service delivery within this area, including knowledge of commissioning processes and how schools, colleges and settings are funded for SEN.
- Experience of successful service re-design and improvement.
- An ability to manage forensic detail and analyses as well as ensure intelligent strategic management and oversight of the service.
- Ability to hold large volumes of information and apply these in a range of different contexts.
- Extensive experience of managing people and performance and leading and managing complex change programmes.
- Well developed and effective communication and presentation skills, adaptable to different situations.
- High level and high impact leadership skills
- An ability to foster and sustain confidence in staff and stakeholders in periods of organisational change
- Strong project management skills and experience.
- Experience in effective development and management of partnerships.
- Experience of managing commissioning activity and relationships.

<b>Compiled/Reviewed by</b>	Neil Marlow
<b>Date</b>	18.08.25

<b>Key Details</b>
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**Reporting to: Chief Executive / Director of Education and Learning**

**Contract:** Permanent

**Salary: Hay Level 5 (£99,891 - £110,718)**

**Location:** Colindale

**Annual Leave**

The successful candidate will be entitled to 31 days plus 8 Bank Holidays per annum – pro-rated for part timers.

**Flexible and Hybrid Working**

This is a full-time/part-time post. Commitment to flexible and hybrid working.

**Joint Employment Contracts**

As there are some local authority statutory powers that cannot be contracted out, it has been agreed by the council and BELS that a small number of posts should be subject to joint contract arrangements. This includes the post of Director, SEND and Inclusion. A joint contract means the individual is able to make statutory decisions on behalf of the council, whilst working in the BELS management structure.

The joint employment contract is between the employee, BELS and the council. There is one contract of employment with two employers. Staff transferring from a local authority will retain their continuous local government service and are eligible to join the council's LGPS pension scheme.

**Role Purpose**

The Director, SEND and Inclusion, leads the management of all high needs education statutory functions and related support services for the Council for children and young people aged from 0 to 25 years.

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The Director, SEND and Inclusion, makes a direct contribution to the leadership of the Barnet Education and Learning Service, deputising for the BELS Chief Executive / Director of Education and Learning where required.

**Please note:**

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: 19/09/2025**

**Stakeholder Panels and Final Interviews will be held in w/b 22.09.2025**

### 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](mailto: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.