Barnet Education and Learning Service

ELSEC Clinical Coordinator

Barnet Education & Learning Service (BELS)

Closing date: Thursday 3rd December 2026

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Welcome to Barnet Education & Learning Service (BELS)

About Us

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

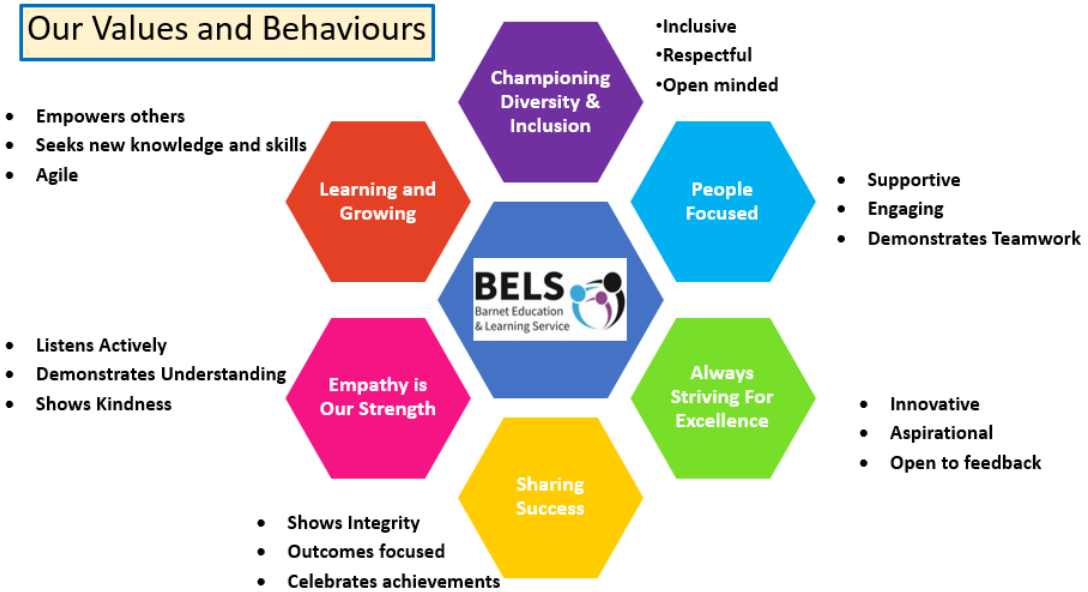
Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

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.



Barnet Education & Learning Service
Early Language Support for Every Child

Dear Applicant,

Post: ELSEC Clinical Coordinator

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.

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

The closing date for applications – Thursday 3rd December at midnight
Interviews will be held – Tuesday 15th December 2026

If you would like to discuss this position on an informal basis, please contact me at: Georgia.roskin@barnet.gov.uk or my direct phone number is 0208 359 3129.

I look forward to receiving an application from you.

Yours faithfully

Georgia Roskin
ELSEC Clinical Coordinator
Barnet Education and Learning Service
2 Bristol Avenue, Colindale, NW9 4EW
Email: Georgia.roskin@barnet.gov.uk
Tel: 0208 359 3129

ELSEC Clinical Coordinator
Maternity leave cover (March 2027 – May 2028)
Hours: 36 hours per week (FTE)
Salary: £64,839 - £71,055 per annum fully inclusive

BELS is seeking maternity cover for the **Early Language Support for Every Child (ELSEC) Clinical Coordinator** role.

ELSEC is an innovative programme that launched in June 2024 to improve outcomes for children with speech, language and communication needs (SLCN). The programme is delivered by a team of Speech and Language Therapy Assistants (SLTAs) and senior Speech and Language Therapists (SLTs) and provides evidence-informed training, coaching, consultation and implementation support to education staff across Barnet's early years settings and primary schools. Through workforce development, capacity building and systems change, ELSEC aims to strengthen the ability of education settings and families to identify and support children's language development, creating sustainable improvements that extend beyond direct service involvement.

This post provides strategic, operational and clinical leadership for the ELSEC programme and its workforce. The postholder will be responsible for ensuring the effective delivery of programme objectives through the leadership, supervision and development of SLTs and SLTAs. The postholder will lead the ongoing development, implementation and evaluation of the ELSEC model, driving innovation in how speech, language and communication needs are identified and supported within educational settings. The role will also support the development of the new ELSEC secondary offer, extending the programme's impact across a wider age range.

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:
Georgia Roskin
ELSEC Clinical Coordinator
Email: Georgia.roskin@barnet.gov.uk
Tel: 0208 359 3129

Closing date for applications: midnight Thursday 3rd December 2026
Interview date: Tuesday 15th 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:	**Head Office - Colindale Office** **Satellite Office – Manorside Primary School** **Candidate will be expected to travel across the Borough of Barnet**
Job Title:	**ELSEC Clinical Coordinator**
Grade:	**SCP 48 – 53**
Reports to:	**Co-Head of the Specialist Inclusion Services**

CONTEXT AND PURPOSE OF JOB

BELS is seeking maternity cover for the **Early Language Support for Every Child (ELSEC) Clinical Coordinator** role.

ELSEC is an innovative programme that launched in June 2024 to improve outcomes for children with speech, language and communication needs (SLCN). The programme is delivered by a team of Speech and Language Therapy Assistants (SLTAs) and senior Speech and Language Therapists (SLTs) and provides evidence-informed training, coaching, consultation and implementation support to education staff across Barnet's early years settings and primary schools. Through workforce development, capacity building and systems change, ELSEC aims to strengthen the ability of education settings and families to identify and support children's language development, creating sustainable improvements that extend beyond direct service involvement.

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The postholder will be responsible for leading the delivery of key programme objectives and performance indicators, ensuring that the programme demonstrates measurable impact and value for children, families, education settings and commissioners.

The postholder will provide supervision, training and support to SLTs and SLTAs, ensuring their practice is effective, evidence-informed and aligned with programme objectives. They will contribute to quality improvement initiatives, service development and the implementation of innovative working practices to improve outcomes for children and young people.

The postholder will be an autonomous and highly skilled practitioner, responsible for managing their own workload while leading the coordination, delivery and development of

the wider ELSEC team. They will possess highly specialist knowledge and significant experience of working with children aged 1-11 years with speech, language and communication needs, including Developmental Language Disorder (DLD), social communication differences and autism.

The role will involve leading on recruitment, workforce development, service planning, the development of protocols and processes, and the allocation and monitoring of workloads. The postholder will also provide performance feedback and developmental support to team members through formal supervision and appraisal processes.

The postholder will work closely with the BELS Therapies Team, BELS Specialist Inclusion Services, education settings, and partner agencies to ensure that support is coordinated, outcome-focused and responsive to local needs. They will monitor programme performance, evaluate impact and use data to inform service development, continuous improvement and future strategic planning.

MAIN DUTIES

Leadership:

1. Provide strategic, operational and clinical leadership to the ELSEC workforce, including Speech and Language Therapists and Speech and Language Therapy Assistants working across early years, primary and secondary services.
2. Lead the implementation and embedding of sustainable workforce development approaches within education settings, ensuring that learning is translated into measurable changes in practice and outcomes for children and young people.
3. To lead on staff recruitment, induction, clinical supervision, appraisal, performance management and retention.
4. To facilitate the development of a positive and supportive team culture that promotes collaboration, reflective practice and continuous improvement.
5. To take responsibility for ensuring the equitable distribution of work across the team and supervise caseload management of SLTs and SLTAs.
6. Lead the design, implementation and evaluation of service development, quality improvement and innovation initiatives that improve access, inclusion, workforce capability and outcomes for children and young people.
7. Develop and implement systems, pathways and processes that support effective service delivery across education, health and community settings.
8. Promote integrated working across education, health, social care and voluntary sector partners.
9. To ensure all team members are fully compliant with mandatory training including safeguarding and organisational policies.
10. To deal with complaints, incidents and concerns sensitively, avoiding escalation where possible and to gather information for the draft response.
11. To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk.
12. Monitor and analyse performance against programme objectives, quality standards, outcome measures and key performance indicators, implementing improvement plans where required.
13. Produce and present evaluation reports, business cases and presentations demonstrating programme impact, outcomes and future recommendations to commissioners, senior leaders and other stakeholders.
14. Lead and chair ELSEC team meetings and contribute to multi-agency and strategic forums.

15. Lead the financial planning and resource management of the ELSEC programme, ensuring services are delivered within agreed budgets and provide demonstrable value for money.
16. Monitor expenditure, contribute to budget forecasting, business planning and financial reporting.
17. Develop and maintain strategic relationships with key stakeholders across education, health, local authority and voluntary sector organisations to support programme objectives.
18. Provide specialist advice to senior leaders on speech, language and communication needs, workforce development and service improvement.

Clinical Skills

1. To act as an autonomous, registered, health care professional who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Barnet Education & Learning Service guidelines and protocols
2. Maintain advanced specialist knowledge and expertise in speech, language and communication needs.
3. Apply advanced clinical reasoning skills to assess needs, interpret assessment outcomes and plan appropriate interventions.
4. Maintain oversight of the clinical quality of interventions and support delivered through the ELSEC programme, ensuring alignment with professional standards, evidence-based practice and neuro-affirming principles.
5. Translate clinical evidence and specialist knowledge into practical approaches that can be implemented within educational settings at scale.
6. Support the development and delivery of evidence-based interventions which promote participation, learning and positive outcomes for children and young people.
7. Communicate complex clinical information effectively to children, families, schools and other professionals.
8. Work collaboratively with education, health and social care professionals to develop integrated and coordinated approaches to support.
9. Recognise the limits of own competence and seek advice, support or specialist referrals when required.
10. Advise professionals, families and agencies on appropriate referral pathways and specialist services.

Information Management duties and responsibilities of the post:

1. Maintain accurate, timely and appropriate clinical, service and performance records in line with organisational requirements.
2. Produce reports, presentations and activity summaries for senior managers and stakeholders.
3. Analyse, monitor and report service activity, performance and outcome data to support service planning, accountability and continuous improvement.
4. Contribute to audits, evaluations and quality improvement projects, including the use of Plan-Do-Study-Act (PDSA) methodologies.
5. Use information technology systems effectively to support service delivery, communication and reporting.
6. Ensure compliance with information governance, data protection and confidentiality requirements.
7. Develop reporting systems and dashboards to support effective monitoring of programme performance and delivery against objectives.

Communication:

1. Develop and maintain effective professional relationships with children, families, schools, health professionals, social care colleagues and partner organisations.
2. Influence and negotiate with senior leaders, commissioners and partner organisations to support the implementation of service developments and strategic priorities.
3. Communicate highly complex, sensitive or contentious information clearly and professionally to a range of audiences.
4. Represent the ELSEC programme at local, regional and national forums, communicating programme outcomes and sharing good practice.
5. Adapt communication methods and styles to meet the needs of different individuals and groups.
6. Manage difficult, sensitive or challenging conversations appropriately and professionally.
7. Actively seek and incorporate the views of children, young people, families and stakeholders into service development.
8. Ensure stakeholders are appropriately informed and engaged in service developments, changes and improvements.
9. Maintain confidentiality and uphold professional and organisational standards in all communications.

Training:

1. To maintain professional registration and ensure own continued professional development and support a culture of lifelong learning in self and others.
2. Participate fully in supervision, appraisal and personal development planning processes.
3. Attend and complete all mandatory training requirements.
4. Identify workforce training needs and contribute to the planning, development and delivery of training programmes.
5. Design, deliver and evaluate training for education, health and community professionals.
6. Support the induction, training and development of SLTs, SLTAs, students and trainees.
7. Promote a culture of lifelong learning, reflective practice and professional development across the service.
8. Maintain awareness of developments in legislation, policy, research and best practice relevant to the role.
9. Share knowledge, expertise and learning with colleagues and partner agencies to build workforce confidence and capability.

Research and evidence-based practice:

1. Lead a culture of innovation and evidence-based practice, supporting staff to engage in research, audit, evaluation and quality improvement activities.
2. Lead and participate in audit, research, service evaluation and quality improvement activities.
3. Use outcome measures, service data and stakeholder feedback to evaluate impact and inform service development.
4. Disseminate research and evaluation findings to improve practice and outcomes.
5. Maintain an up-to-date knowledge of emerging research, national policy and best practice relating to speech, language and communication needs.
6. Contribute to the development, implementation and review of clinical policies, pathways and professional guidelines.
7. Support the development of innovative approaches that improve outcomes for children and young people and increase workforce capacity.

Other:

1. To undertake any other duties with the grade and responsibilities of the post as required by the Co-Head of the Specialist Inclusion Services or Director of Transformation, which may include a change in workplace and responsibilities.
2. Adhere to all Barnet Education & Learning Service policies, procedures and professional standards.
3. Actively promote equality, diversity, inclusion and safeguarding in all aspects of service delivery.
4. Demonstrate flexibility in response to service needs and organisational priorities.
5. Work in a manner that reflects the values and objectives of the ELSEC programme, promoting capacity building, workforce development and sustainable support for children and young people with speech, language and communication needs.

The BELS Commitment to Equality

- To deliver the council's and BELS commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the council delivers.
- In keeping with this commitment, the postholder will undertake to promote fairness, openness and respect for all in the workplace and in service delivery. This will include monitoring referrals and seeking to reduce any inequalities and promoting cultural competence and cultural responsiveness of staff.

Promotion of Corporate Values

- Uphold BELS values, equality, inclusion, professional standards and high levels of customer care.
- 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.

Section B: Person Specification

Service:	**BELS**
Location:	**Head Office - Colindale Office** **Satellite Office – Manorside Primary School** **Candidate will be expected to travel across the Borough of Barnet**
Job Title:	**ELSEC Clinical Coordinator**
Grade:	**SCP 48 – 53**
Reports to:	**Co-Head of the Specialist Inclusion Services**

Qualification

- Degree Speech and Language Therapy
- HCPC registration
- RCSLT membership
- Completion of CPD relevant to the post or membership of relevant CENs e.g. supporting the early years, DLD, Autism.
- Training, qualifications or experience in leadership, coaching, supervision, quality improvement, change management and/or project management.

Knowledge & Experience

- Significant experience of leading, managing and developing staff, including recruitment, supervision, appraisal, performance management and workforce development.
- Experience of leading service development, change management, quality improvement or transformation projects which have resulted in measurable improvements in outcomes.
- Experience of developing and delivering workforce development programmes through training, coaching, consultation and implementation support.
- Significant experience supporting children and young people with speech, language and communication needs, including Developmental Language Disorder (DLD), social communication differences and autism, within education settings.
- Experience of supporting schools, early years settings and wider systems to develop inclusive practice and improve provision for children with speech, language and communication needs.
- Experience of providing clinical supervision and professional support to therapists, undergraduate students, assistants or other staff.
- Experience of using outcome measures, audit findings, service data and stakeholder feedback to evaluate impact and inform service development.
- Experience of analysing complex information and translating findings into service improvements, recommendations and strategic plans.
- Experience of preparing reports, evaluations, presentations or business cases for senior leaders, commissioners or other stakeholders.
- Experience of partnership working across education, health, social care and voluntary sector organisations.
- Knowledge of SEND legislation, the SEND Code of Practice and wider national policy relevant to children and young people with speech, language and communication needs.
- Understanding of quality improvement methodologies and their application within services, including service evaluation and continuous improvement approaches.
- Experience of supporting inspection, quality assurance or governance processes, including Ofsted and/or CQC environments.

- Sound understanding of safeguarding legislation, policy and procedures, with a demonstrable commitment to safeguarding children and young people.
- Experience of contributing to budget planning, resource allocation or financial management within a service.

Skills and Abilities

- Ability to provide strategic, clinical and operational leadership within a multidisciplinary workforce.
- Ability to lead, motivate and develop individuals and teams to achieve programme objectives and organisational priorities.
- Ability to influence and build credibility with senior leaders, commissioners, education professionals and partner agencies.
- Ability to design, implement and evaluate innovative approaches that improve outcomes, inclusion and workforce capability.
- Highly developed coaching, consultation and facilitation skills.
- Highly developed communication skills, including the ability to communicate complex, sensitive or contentious information to a range of audiences.
- Excellent negotiation, influencing and conflict-resolution skills.
- Ability to analyse, interpret and utilise complex qualitative and quantitative data to inform decision-making.
- Ability to monitor performance against objectives and implement improvement plans where necessary.
- Ability to produce high-quality reports, business cases, evaluations and presentations for a variety of audiences.
- Ability to chair meetings, lead professional discussions and facilitate collaborative decision-making.
- Ability to design, deliver and evaluate high-quality training and workforce development activities.
- Excellent organisational, prioritisation and workload management skills, with the ability to manage competing demands effectively.
- Highly developed IT skills, including the ability to use digital systems for data analysis, reporting and service monitoring.

Personal Qualities

- Commitment to inclusion and improving outcomes for children and young people with speech, language and communication needs.
- Commitment to evidence-based practice, continuous improvement and professional development.
- Demonstrates initiative, innovation and a solution-focused approach to challenges.
- Resilient and adaptable, with the ability to work effectively within a changing environment.
- Ability to work autonomously while maintaining accountability for decisions and outcomes.
- Able to work under pressure and to deadlines.
- Highly proactive, self-directed with an innovative approach and a desire to promote clinical excellence.

Other

- To be able to travel efficiently throughout the area

Compiled/Reviewed by	Georgia Roskin
Date	11/11/2026

Key Details

Reporting to: Co-Head of the Specialist Inclusion Services
Contract: Maternity Cover (March 2027 – May 2028)
Salary Range: £64,839 - £71,055
Location: Head Office - Colindale Office
Satellite Office – Manorside Primary School
Candidate will be expected to travel across the Borough of Barnet

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 a 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: 03/12/2026
Interviews will be held on: 15/12/2026

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.

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.

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.