

# Barnet Education and Learning Service



## Section 19 Officer

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

**Closing date: 19<sup>th</sup> of February 2026, 5PM**

## Contents

Page 3: Welcome to Barnet Education & Learning Service (BELS)

Page 4: Letter to applicants

Page 5: Advert

Page 7: Job Description

Page 9: Person Specification

Page 12: Key Details

Page 13: Application Process

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

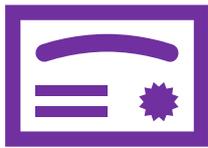
### About Us

<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.

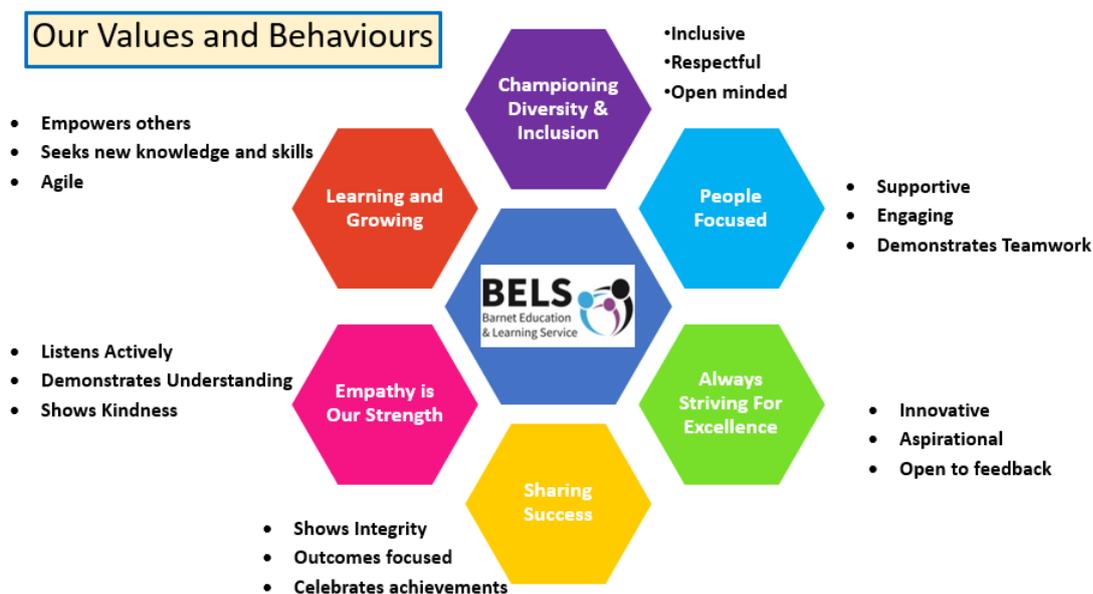
The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes 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: Louise Wilmshurst**  
**Department: Education Welfare Team**  
**Telephone: 0208 359 4132**

Dear Applicant,

**Post: Section 19 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: [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.

**The closing date for applications – 19<sup>th</sup> of February 2026, 5PM**  
**Interviews will be held – 24<sup>th</sup> of February 2026**

If you would like to discuss this position on an informal basis, please contact me at: [Louise.wilmshurst@barnet.gov.uk](mailto:Louise.wilmshurst@barnet.gov.uk) or 0208 359 4132. Or if you would like to talk to someone else in our team please email: [EWT@barnet.gov.uk](mailto:EWT@barnet.gov.uk)

I look forward to receiving an application from you.

Yours faithfully

**Louise Wilmshurst**  
**Education Welfare Team Manager**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW  
Email: [Louise.wilmshurst@barnet.gov.uk](mailto:Louise.wilmshurst@barnet.gov.uk)  
Tel: 02083594132

**Job Title: Section 19 Officer**  
**Term time only, Permanent Contract**  
**Hours: 36 Hours**  
**Salary Range: £41,475 - £44,184**  
**Additional allowances: Essential Car User Allowance.**  
**Expected Start date: Immediate**

We are seeking a full-time compassionate and dedicated Section 19 Education Officer to join our Education Services team. The successful candidate will be responsible for ensuring that children and young people who are unable to attend school due to health, exclusion, or other exceptional circumstances are provided with appropriate educational support.

This role will involve coordinating education provision, liaising with families, schools, and healthcare providers, and ensuring compliance with Section 19 of the Education Act 1996.

This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to schools, families 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](mailto: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 \(thisisfocus.co.uk\)](#)

For an informal discussion about the post, please contact:

**Louise Wilmshurst**

**[Louise.wilmshurst@barnet.gov.uk](mailto:Louise.wilmshurst@barnet.gov.uk)**

**02083594132**

**The closing date for applications – 19<sup>th</sup> of February 2026, 5PM**

**Interviews will be held – 24<sup>th</sup> of February 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 19 Officer Job Description

<b>Post:</b>	<b>Section 19 Officer</b>
<b>Location:</b>	<b>Colindale Office</b>
<b>Grade:</b>	<b>Spinal point 34-37</b>
<b>Reports to:</b>	<b>Education Welfare Team Manager</b>
<b>Service Area</b>	<b>School Access &amp; Corporate Services</b>
<b>Division</b>	<b>BELS – Education Welfare Team</b>

### CONTEXT AND PURPOSE OF THE ROLE

We are seeking a full-time compassionate and dedicated Section 19 Education Officer to join our Education Services team. The successful candidate will be responsible for ensuring that children and young people who are unable to attend school due to health, exclusion, or other exceptional circumstances are provided with appropriate educational support.

This role will involve coordinating education provision, liaising with families, schools, and healthcare providers, and ensuring compliance with Section 19 of the Education Act 1996.

### CORE RESPONSIBILITIES AND DUTIES

#### Ensure Educational Provision

Facilitate and ensure that children who are unable to attend school due to illness, exclusion, or other reasons receive suitable education in line with the requirements of Section 19 of the Education Act 1996.

#### Case Management

Manage a caseload of children and young people in need of alternative educational provision, ensuring that appropriate arrangements are made for their learning, whether through home tutoring, online learning, or other forms of education.

#### Liaison and Communication

Act as a key point of contact for families, schools, and other professionals (e.g., medical teams, social services, health care providers), ensuring that all parties are working together to provide the best educational outcomes for the child. Must attend Pupil Placement Medical Needs Panel once weekly.

Respond to all Section 19 requests, complaints and concerns in a timely manner.

#### Assessment and Review

Regularly assess the educational needs of each child under Section 19 and ensure that the provision is appropriate, effective, and continually reviewed. Monitor academic progress and wellbeing, providing feedback to families and educational providers.

### Compliance and Reporting

Ensure that all educational provisions comply with legal requirements and statutory guidelines and maintain accurate records. Prepare reports for internal use, senior management, and other agencies as required.

### Support for Schools

Work with schools and educational institutions to assist with reintegration plans for children returning after illness or exclusion, ensuring that the educational provision aligns with the child's needs and abilities.

### Advocacy and Guidance

Advocate for the educational needs of children and provide guidance to parents and carers about available options, rights, and support services.

### Training and Development

Stay up to date with the latest legislation, guidance, and best practices in education provision for children with special needs or health-related absences. Contribute to staff training on Section 19 education provisions as required.

### Manage and Oversight

Manage and oversee the workload of the Education Welfare Assistant who works on Exclusions and Pupil Placement Medical Needs Panel. Arrange regular reviews of caseloads in relation to all section 19 duties (Exclusion, Medical and Section 19 requests)

## **MULTI-AGENCY WORK**

Develop close links with other service areas at a senior level, engaging in multi agency meetings when needed.

To promote effective working with partners across all areas by all team members.

## **CHILD PROTECTION WORK (SAFEGUARDING)**

To promote understanding and deepening the knowledge of safeguarding within the team and BELS.

To ensure all safeguarding factors have been raised and discussed for each Section 19 case.  
Ensure safeguarding training is regular updated.

## **LEGAL FRAMEWORK**

Strong knowledge of Section 19 of the Education Act 1996 and its application in supporting children unable to attend school.

Strong knowledge of Alternative Provision Statutory Guidance.

Strong knowledge of Working Together to Improve School Attendance 2024.

Strong knowledge of SEND code of practice 2015.

## **SUPERVISION, TRAINING AND DEVELOPMENT**

To prepare for and take part in regular supervision sessions and annual performance management reviews in line with priorities

To lead identified training and development days.

## **FLEXIBILITY**

Travel required within the Local Authority area to visit schools, meet with families, and assess provisions.

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. Occasional evening or weekend work for urgent cases, meetings, or community outreach. The time

## **THE COMMITMENT TO EQUALITY**

To deliver BELS commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the workplace and in the services that BELS delivers.

## PERSON SPECIFICATION

<b>Service:</b>	<b>Education and Skills</b>
<b>Location:</b>	<b>Colindale Offices</b>
<b>Job Title:</b>	<b>Section 19 Officer</b>
<b>Grade:</b>	<b>SCP 39-41</b>
<b>Reports to:</b>	<b>Education Welfare Team Manager</b>

### Essential Qualifications required

Type	Level required
Professional qualifications/memberships	Desirable to hold a professional qualification and/or training in a relevant field.
Education	<p>Must have significant experience in this field.</p> <p>Desirable to be educated to degree level or equivalent (preferably in a relevant discipline)</p> <p>GCSE English and Maths or equivalent</p> <p>A demonstrable commitment to continuing professional development</p>

### Technical / Knowledge Requirements

Type	Description
Knowledge	<p>Knowledge of the Education Act 1996- Section 19 Understanding the legal duty of the Local Authority.</p> <p>Knowledge of Alternative Provision Statutory Guidance.</p> <p>Knowledge of Working Together to Improve School Attendance 2024.</p> <p>Knowledge of SEND code of practice 2015.</p>
IT skills	Advanced user of Microsoft Office programmes and confidence across a range of databases.
Project Management	Demonstrable ability to lead on projects on projects / development work - related to the work environment using project management principles.

## Behavioural Competencies

Competency	Level
Administration Skills	<ul style="list-style-type: none"> <li>• Proven experience in maintaining processes and ensuring development of new processes</li> </ul>
Time management	<ul style="list-style-type: none"> <li>• Able to demonstrate excellent organisational and time-management skills</li> <li>• able to work in a pressured environment working to tight and frequently changing deadlines</li> <li>• able to anticipate pressure points</li> <li>• able to work on own initiative, prioritise and meet conflicting deadlines</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Work effectively with internal and external partner agencies</li> <li>• Communicates effectively and works collaboratively in a team setting.</li> </ul>
Influencing & negotiation	<ul style="list-style-type: none"> <li>• Provides reasoned argument in challenging circumstances</li> <li>• Listens to other contributors and seeks the most effective ways to resolve issues.</li> <li>• Demonstrates a history of good team work and working well with others across a wide range of seniority</li> <li>• Has experience of dealing with challenging clients, professional or public.</li> </ul>
Striving for excellence	<ul style="list-style-type: none"> <li>• Demonstrates an ongoing commitment to learning and performance enhancement</li> </ul>
Management & Performance	<ul style="list-style-type: none"> <li>• Able to demonstrate excellent customer service</li> <li>• Researches, analyses and interprets data; skilled in processing key facts from relevant documents</li> <li>• Delivers equality of opportunity in both service delivery and employment</li> <li>• Proven record of achievement in delivering: <ul style="list-style-type: none"> <li>○ service improvement</li> <li>○ logical and effective decision making</li> <li>○ high quality, accurate and timely work</li> </ul> </li> <li>• Capable to reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Demonstrates effective written and verbal communication skills to provide a high-quality service to customers</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate complex issues in a clear and effectively manner (oral and written) with a wide range of stakeholders and to advise, persuade, influence, empathise and be assertive as appropriate.</li> <li>• Well-developed inter-personal skills and social communication abilities to be able to sustain a complex discussion with head teachers, parents, young people.</li> <li>• Demonstrates emotional intelligence and resilience.</li> </ul>
Cross-Barnet working	<ul style="list-style-type: none"> <li>• Understands the key functions of both BELS and LB Barnet and the strategic roles of service areas</li> <li>• Builds strong working relationships, and seeks out views of people outside their team</li> <li>• Appreciates the political make-up and decision-making processes of the council</li> <li>• Shares information and knowledge with those outside of own team.</li> </ul>
External partnership working	<ul style="list-style-type: none"> <li>• Readily and effectively works with representatives of partner organisations</li> <li>• Has a broad understanding of the wider local government context and the relationship with Central Government</li> <li>• Recognises the importance to BELS of active partnership working</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Sound understanding of the principles of safeguarding and a commitment to improving safeguarding the welfare children and young people.</li> </ul>

<b>Key Details</b>
--------------------

**Reporting to: Education Welfare Team Manager**

**Contract:** Permanent, Full Time, Term Time Only

**Salary: SCP 34-37**

**Location:** Colindale

**Allowances**

- Essential Car Allowance

**Flexible and Hybrid Working**

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:**

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.

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

**The closing date for applications – 19<sup>th</sup> of February 2026, 5PM**  
**Interviews will be held – 24<sup>th</sup> of February 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 \(bels.org.uk\)](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.