

Barnet Education and Learning Service



APST Taskforce Manager

Barnet Education & Learning Service (BELS)

Closing date: 14th of October 2026

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Welcome to Barnet Education & Learning Service (BELS)

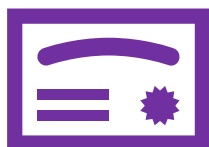
About Us

<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.

Our Values and Behaviours



Contact Officer:

Department:

Telephone:

Dear Applicant,

Post: APST Taskforce Manager

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](#)

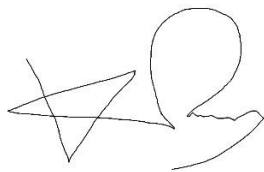
If you need assistance, please email the BELS HR Team at: hr.barnetbels@barnet.gov.uk quoting job title.

The closing date for applications – 14/10/2026 at noon
Interviews will be held – 20/10/2026.

If you would like to discuss this position on an informal basis, please contact Joann at: joann.moore@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
Email: victor.roman@barnet.gov.uk
Tel: 0208 359 2107

Job Title: APST Taskforce Manager

Permanent

Hours: 36 hours per week (FTE)

Salary: £64,839 - £68,571 per annum fully inclusive (pro rata)

Additional allowances: TBC

Expected Start date: ASAP

Since November 2021, Alternative Provisions in 22 LAs have successfully piloted the Alternative Provision Specialist Taskforces (APST) model (including within local authority-maintained Pupil Referral Units, AP Academies and AP Free Schools, and increasingly within mainstream schools as well). APST has been seen as transformative for schools involved in the pilot, enabling rapid, early and appropriate intervention, enhancing wider practice in school/s, and driving improved education (and safeguarding) outcomes for children and young people.

APST is a workforce model, which builds capacity and capabilities to deliver rapid, responsive understanding of need and intervention for children. Taskforces are multi-disciplinary teams providing cohesive, holistic support to children, young people and their families who are either in AP or on the cusp of exclusion or suspension from mainstream school. Barnet already have elements of APST within the borough, but we will be enhancing existing arrangements by having specialist professionals working as one multi-disciplinary team, working in schools, PRUs and as part of the Barnet Local Inclusion Support Offer.

The aim is to holistically address the range of challenges children and young people are experiencing to help them re-engage with education, remain safe, and succeed and thrive at school (AP and mainstream) and when they leave. This includes appropriate understanding and support for SEN needs, intervention to address mental wellbeing, regulation and behaviour, and safeguarding needs within or outside the home. APST teams work by providing direct support to children and families, responsively sharing information, delivering training and advice to schools, and embedding practice within the whole school. The post holder will report to Head of Specialist Inclusion Service, and work together with the APST, Multi-Disciplinary Teams at the PRUs, schools, settings and the wider professional network across the Local Area SEND and AP system.

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.

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.

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:

Joann Moore

Co-Head of Specialist Inclusion Service and Barnet Early Years SEND Team

Joann.moore@barnet.gov.uk

Closing date for applications: noon 14/10/2026

Interview date: 20/10/2026

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

The Taskforce Manager will provide day to day direction, leadership and management of staff working within the Taskforce. The main purposes of the role are to:

- bring together different agencies to share information effectively
- work in collaboration with the task force multi-disciplinary team to ensure bespoke targeted interventions of support are provided to identified students
- make decisions how the professional expertise of the Task Force team can be deployed for maximum impact in each case.

The manager will be accountable for the core functions of the Taskforce operating to a high standard and are effective in supporting and promoting student wellbeing, safeguarding and reintegration into sustainable educational provision.

This post holder has line management responsibilities for up to 8 staff, the majority of whom will have additional professional qualifications such as social work, educational psychology and speech and language therapy. These staff will work peripatetically in schools, settings, family homes and the community depending on the needs of each individual case. The post holder has no budgetary responsibility.

1. 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.

To undertake all responsibilities listed below:

1. To manage all Multi-Agency Taskforce members using a collaborative leadership style to establish an agreed referral process to ensure that the volume of cases referred to each key worker remains manageable.
2. Establish an agreed referral process. This will be for both Taskforce referrals and associated agency referrals.
3. Lead and manage the Taskforce team, ensuring effective development, coordination and management of intervention plans for referred students.
4. Develop a programme of individual, targeted and universal intervention programmes which will be delivered across the Barnet Local Area SEND and AP system at Tiers 1, 2 and 3 of the Alternative Provision System.
5. Develop, manage and maintain a cycle of Taskforce Panel meetings to oversee and manage cases, ensuring the effectiveness of case management, information sharing and implementation of interventions for identified students according to the devised Taskforce plans and Assess Plan Do Review monitoring cycle, evaluating the impact of the interventions.
6. Work closely with local area partners, colleagues and staff teams, including Safeguarding, Pastoral and Curriculum teams in schools and setting, to ensure information is shared effectively and securely.

7. Develop and maintain a comprehensive and streamlined system of communications to ensure information is shared efficiently to staff regarding referrals, identified student needs, interventions and strategies, and outcomes.
8. Manage the induction of new staff across the Taskforce (e.g. providing shadowing opportunities to demonstrate duties).
9. Work in partnership with the students' families, social workers, youth offending teams, advocates and other key stakeholders to build and enhance a strong support network. The position holder is responsible for ensuring stakeholders have regular updates regarding the welfare of the young person, including ongoing concerns relating to risk, but also achievements and progress being made.
10. Manage risk effectively and identify improvements of service delivery through analysis and co-production with key workers in the Taskforce.
11. Provide leadership, management and guidance to all Taskforce key workers in relation to effective working within the Taskforce Hub. Offer constructive feedback, challenge practice as required and negotiate / manage conflict.
12. Adhere to and promote BELS policies and procedures as well as professional standards.
13. Ensure the Taskforce is developing and maintaining operational links with a broad and relevant range of partners to ensure effective multi-agency working to achieve the joint aims of the partners involved.
14. Contribute to maintaining the safety and security of service users and visitors and their belongings.
15. The post holder will work across Barnet as part of the Taskforce Hub.

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 supplying 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.

2. 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 the work and processes of the APST.

3. 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.

4. 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.

5. 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

Qualification

- Qualified Teacher
- Degree Level
- Post graduate qualification or equivalent in special needs (desirable)
- Evidence of continuing professional development
- Evidence of keeping up to date with current trends and thinking

Knowledge & Experience

- Substantial and successful experience of teaching in mainstream and/or special schools
- Experience of working at senior/middle leadership in a school setting
- Experience of delivering in-service training
- Detailed Knowledge of relevant legislation and regulations relating to Children, Safeguarding, Child protection, Youth justice, Housing, Benefits, Education, SEND, AP and other legislation relevant to the role.
- Experience in working in a leadership position within a child focused environment.
- Experience of leading multi-disciplinary teams, working towards common goals
- Experience of liaising effectively with both statutory and non-statutory agencies
- Knowledge of child development and understanding of why families may need assistance from a range of services.
- Experience of working with children and families in challenging or crisis circumstances
- 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
- Proven record of achievement in delivering:
 - logical and effective decision making
 - high quality, accurate and timely work
- Sound understanding of the principles of safeguarding with a record of achievement and commitment in improving the safeguarding of children and young people.
-

Skills and Abilities

- Understanding of person-centred planning and ability to apply this in practice, for example through promotion of student voice or self-advocacy skills.
- Ability to work as part of a leadership team at an organisational and systemic level to facilitate positive change
- Ability to communicate effectively both verbally and in writing to a wide range of audiences, including the production of clear, high quality reports as required
- Good professional networking skills with internal and outside agencies
- Good interpersonal skills and ability to build/maintain good relationships, personal and professional boundaries with colleagues, a wide range of professionals, parents and staff at all levels
- Good organisational, administrative and record keeping skills
- Understanding of issues relating to equality of access and opportunity
- Ability to support staff in the use of learning technology to promote children's academic skills
- Ability to work effectively as part of a team, meeting objectives and deadlines
- Ability to recognise stressful situations for families.
- Excellent Information Communications Technology skills (ICT) including ability to use spreadsheets, databases, word processing and maintain accurate records.

- Ability to research information, analyse data, write clear, literate and appropriate reports and correspondence for a range of readership and to a high standard
- Ability to work with minimal supervision, planning and organising a varied workload within a changing environment to meet tight deadlines daily
- Capable of reviewing and evaluating results against quality standards, sharing this 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 culture.
- Ability to recognise the that a child may be at risk of significant harm and know what actions to take to ensure their safety and well being
- 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
- Actively contribute to the creation of an open, and interdependent culture
- Ability to provide accurate guidance, information and advice to parents in the context of a partnership
- 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	22/09/2026

Key Details

Reporting to: Head of Specialist Inclusion Service

Contract: Permanent

Salary Range: £64,839 - £68,571

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.

Allowances

- Casual Car Allowance

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: 14/10/2026

Interviews will be held on: 20/10/2026

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.