

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Bridge Manager	<u>Grade:</u> F (points 14 – 19)
<u>Job Family:</u> Organisational Support	
<u>Overall Purpose of Job:</u> As the Bridge Manager, you will work as part of the Deep Support team to promote the learning and welfare of vulnerable students and those who experience barriers to learning.	
Main Responsibilities 1. You will manage and work as Manager for The Bridge. 2. You will liaise with teachers over suitable subject specific work for students in the Bridge. 3. You will produce work resources for students in Bridge e.g., Anger Management, Behaviour Management, Social Skills. 4. You will plan work for all students in Bridge – updating lesson plans as required. 5. You will provide suitably differentiated work for Special Educational Needs (SEN) students in Bridge. 6. You will liaise with other managers, contributing information on students in Bridge. 7. You will ensure all Bridge students register each lesson and inform the attendance team accordingly 8. You will keep Bridge timetables up to date weekly and distribute to appropriate colleagues. 9. You will support the Academy's Inclusion Co-ordinator to implement agreed work programmes with individuals/groups and to be responsible for the administration of special needs procedures. 10. You will work under the direction of Academy's Inclusion Co-ordinator in supporting the students with additional needs. 11. You will co-ordinate, under direction of the Academy's Inclusion Co-ordinator and class teachers, the deployment of Teaching Assistants (TA's) in order to ensure an appropriate learning environment. 12. You will provide day to day supervision of TA's and assist with the delivery of specific training. 13. You will induct new TA's to the Academy. 14. You will administer and assess routine tests and invigilate exams and tests when appropriate. 15. You will hold meetings with TA's, preparing agendas and taking minutes. 16. You will work with students, including those with statements of SEN, providing individual assistance, implementing action plans, to maximize achievement. 17. You will help students to further develop literacy, numeracy, ICT, problem solving and study skills. 18. You will help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks. 19. You will maximise the use of ICT in the learning process. 20. You will play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional. 21. You will develop methods of promoting/reinforcing the student's self esteem 22. You will manage students, use of AlphaSmart notebook and oversee printing of work and handing in to teachers. 23. You will produce individual timetables for students on reduced lessons and ensure relevant staff and Education Welfare Officer (EWO) have copies. 24. You will attend briefing and feedback to Teaching Assistants. 25. You will provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant staff and EWO. 26. You will liaise with outside agencies and parents/carers. 27. You will supervise all students in Bridge. 28. You will provide regular feedback about students to appropriate colleagues. 29. You will assist with the development and implementation of Individual Education Plans.	

30. You will oversee the keeping and updating of records and contribute to reviews and systems of record keeping.
31. You will manage the Academy's Behaviour for Learning programme with selected KS3 students, keeping up to date records and feeding back to appropriate colleagues.
32. You will meet weekly with EWO and Inclusion Co-ordinator to discuss Bridge students' progress and new referrals.
33. You will oversee the budget for the Bridge.
34. You will organise and monitor resources and stationery.
35. You will attend and contribute to fortnightly PAG meetings, with Community Police Officers and other colleagues.

General

36. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
37. You will participate in training and other learning activities and performance development as required.
38. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
39. You will ensure strict confidentiality in all areas of work.
40. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
41. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
42. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
43. You will always comply with the Trust's policies and procedures.
44. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- GCSE Grade C/4 or above, or equivalent, in both English and Maths (C)
- Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience (C/A/I)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I/R)
- Child protection training (C)
- Experience of working in a school environment (A/I/R)
- Understanding of issues affecting students and young people and how to offer supportive assistance (A/I/R)
- Excellent communication and listening skills (A/I/R)
- Ability to respect and maintain confidentiality (A/I/R)
- Working knowledge of standard ICT packages (word processing, email and spreadsheets) (A/I/R)
- Good time management and organisation skills (A/I/R)
- Ability to work with students and have a real interest in the issues faced by this age group (A/I/R)

Desirable

- Emergency First Aid or First Aid at Work qualification (C)

Key: C – Certificate; A – Application Form; I – Interview; R – Reference

Behaviours

- Proactive
- Resilient
- Calm
- Organised
- Effective
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

Contacts and Relationships:

Managers - in daily contact with senior leaders/Principal within the academy

Support Staff – in contact with support staff involved with administration, student support, cleaning, catering, and site staff.

Trust Staff – in contact with Trust staff in the wider data team and safeguarding team as required.

External – in contact with parents/carers, external agency professionals, other local authority staff, AAB members, and visitors.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.