

Job Description

Job Title: Bridge Manager

Responsible to: SENCO

Hours: 37 hours per week, 39 weeks per year

Overall aim: To take a lead role within the Bridge and to provide support across the academy to address the needs of vulnerable students who need particular help to overcome barriers to learning.

Supervisory/Management Responsibilities

Responsible for the management of the specialist area of The Bridge with supervision responsibility for the Learning Support Assistants and other colleagues, as appropriate, within this area, as agreed with the Student Support and Welfare Manager.

Supervision and Guidance

Responsible to the Student Support and Welfare Manager – Inclusions and seeks guidance from other senior members of staff as appropriate.

Range of decision making

Decisions taken using own initiative where appropriate and within the established working practices and procedures of Swallow Hill and the relevant outside agencies. The post holder will be required to use good common sense and initiative in matters relating to the use of data, the conduct and behaviour of individual and small groups of students, the correct use of resources and the safety of students in the designated area.

Responsibility for assets, materials etc.

- Ensure student records are being maintained accurately and timely, following line management and faculty review meetings
- Responsible for resources and equipment within the faculty base
- Responsible for the confidentiality of student records and associated data
- To ensure that sensitive and personal information concerning students, their families and colleagues is kept fully confidential, that all data is protected and secured in accordance with academy policies and procedures

Contacts:

Internal at all levels, parents/carers, governors plus external agencies including alternative curriculum providers.

Range of duties.

- Assist the Student Support and Welfare Manager-Inclusions in targeting specific students for support and prioritise mentoring students.
- Undertake comprehensive assessments of students to determine those in need of particular help.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Work with other colleagues in planning, evaluating and adjusting learning activities as appropriate.
- Take a lead role in the determination of support for students particular needs, in particular vulnerable students.
- Assist in the implementation of individual education/support/behaviour/mentoring plans.
- Establish productive working relationships with students, acting as a role model.
- Provide information/advice, including information and support to promote self-esteem, to students to enable them to make choices about their own behaviour/ learning/ attendance.
- Collect and collate data (half termly) to demonstrate student achievement so that progression can be monitored
- Provide feedback to students in relation to progress.
- Manage the day to day activities of the staff and students accessing The Bridge, including holding team meetings, assisting in recruitment, providing induction and training and completing performance management assessments.

Learning, progress, and achievement

- Mentor, monitor and support a caseload of students in order to set:
 1. practical learning targets
 2. review targets and progress
 3. feedback to staff - this may be via 1:1 mentoring or working in small groups
- Liaise with Careers to ensure KS4 students at risk of dropping out of education / training at 16 have an identified route to follow after compulsory education is complete
- Work closely with the relevant staff to ensure that the needs of students in the Bridge programmes are met

Student safety and welfare

- Maintain effective co-operative partnerships between home and the academy;
- Work within the academy's child protection policy and procedures, and maintain effective partnerships with social services and other agencies on child protection issues;
- Liaise with tutors and other staff to ensure that students are safe;
- Ensure that students feel able to communicate concerns and report problems, and that appropriate and effective action follows.

- Facilitate the sharing of information between local agencies, academy's, authorities and other learning Mentors to be a point in the academy for individual students

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos of the academy.
4. Establish constructive relationships and communicate with other agencies/professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Support, uphold and contribute to the development of the Academy's equal rights policies and practices.
8. Recognise own strengths and areas of expertise and use these to advise and support others.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

SKILLS
Able to communicate effectively with a wide range of people including sensitive and complex information
Ability to relate well to children and adults
Ability to plan effective actions for pupils at risk of underachieving
Ability to engage parents with the school and involve them in their child's education
Ability to be a positive role model
Ability to work constructively as part of a team
Able to prioritise own work to meet conflicting deadlines
Leadership and organisational skills
Ability to self-evaluate learning needs and actively seek learning opportunities
Very good numeracy/literacy skills
Able to produce and present reports and data
Able to establish and maintain accurate records using both manual and electronic systems

KNOWLEDGE/QUALIFICATIONS
NVQ 3 or equivalent qualification or experience
Evidence of continuing professional development
EXPERIENCE
Full understanding of the range of support services/providers
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Working knowledge of national curriculum and other relevant learning programmes
Understanding of principles of child development and learning processes and in particular, barriers to learning
Experience of working with pupils with additional needs
Familiarity with statutory requirements in relation to national curriculum, behaviour, attendance and safeguarding
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers
Understanding of classroom roles and responsibilities and your own position within these
Ability to assess needs and plan effective intervention strategies for individuals and groups of learners

Experience working with children of relevant age
Experience of dealing with more complex queries from a wide range of people
Experience of working in partnership with others to deliver work to set deadlines
Experience of participating in teams and using own initiative
Experience in the use of the Microsoft package
Experience of extracting and analysing data from information databases
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS
Willing to abide by the Academy's Equal Opportunities Policy in the duties of the post, and as an employee of the Academy.
Willing to carry out all duties having regard to an employee's responsibility under the Academy's Health and Safety Policies
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives
An ability to respect sensitive and confidential work.
Commitment to own personal development and learning.