Northern Education Trust – Bridge Manager

Job Title:	Bridge Manager		
Base:	Academy		
Reports to:	Inclusion Co-ordinator	**Grade:**	SCP 19 - 22
Service responsibility:		**Salary:**	£18, 746 - £20, 661 (FTE)
Additional:	Some travel may be required	**Term:**	37 hours per week, 39 weeks per year (actual salary to be pro-rata in line with weeks worked)

JOB PURPOSE

- To work as part of the Deep Support Team to promote learning and welfare of vulnerable students and those who experience barrier to learning;
- To work under the direction of the Inclusion Co-ordinator in supporting the students with Learning/Special needs;
- To work with students, including those with statements of SEN, providing individual assistance and implementing action plans, to maximise achievement;
- To build and develop relationships with staff at all levels

JOB SUMMARY

1. To manage and work as Gatekeeper for The Bridge;
2. To liaise with teachers over suitable subject specific work for students' Bridge;
3. Produce work resources for students in Bridge including anger management, behaviour management and social skills;
4. Plan the work for all students in Bridge and updating lesson plans as required;
5. Provide suitably differentiated and appropriate work for SEN students in Bridge;
6. Supervise all students within The Bridge and co-ordinate lesson attendance for each Bridge student and inform the attendance officer;
7. Keep the Bridge timetable up to date weekly and distribute to colleagues as accordingly;
8. Produce individual timetables for students on reduced lessons and ensure relevant staff and EWO have copies;
9. To support the Inclusion Coordinator to implement agreed work programmes with individuals/groups and to be responsible for the administration of special needs procedures;
10. To support in the coordination of the deployment of teaching assistants in order to ensure an appropriate learning environment;
11. To provide day to day supervision of teaching assistants, and to assist in the delivery of specific training;

12. To induct new teaching assistants to the Academy;
13. To administer and assess routine tests and invigilate exams and tests when appropriate;
14. To hold meetings with teaching assistants when appropriate, preparing agendas and taking minutes and feedback any relevant information from briefings attended;
15. To support students to further develop literacy, numeracy, ICT, problem solving and study skills to assist students on the organisation, preparation and display of set assignments tasks;
16. To maximise the use of ICT in the learning process;
17. Provide a point of contact for vulnerable students, discuss problems with students and communicate information to relevant staff and EWO;
18. To play an appropriate role in child protection procedures, such as relating relevant, factual information and recording/reporting disclosures to the designated teacher/relevant professional;
19. To develop methods of promoting/reinforcing the students' self-esteem;
20. Liaise with outside agencies and parents/carers;
21. To provide regular feedback about students to appropriate colleagues;
22. To assist with the development and implementation of Individual Education Plans;
23. To provide regular feedback about students to appropriate colleagues;
24. To oversee the keeping and updating of records and contribute to reviews and systems of record keeping;
25. Manage Achievement initiatives, keeping up to date records and assigning awards;
26. Manage the Academy's 'Behaviour for Learning' programme with selected KS3 students, keeping up to date records and feeding back to appropriate colleagues;
27. Meet weekly with EWO and Line Manager to discuss Bridge students' progress and new referrals;
28. Organisation and monitoring of resources and stationery;
29. Attend and contribute to fortnightly PAG meetings, with Community Police Officers and other colleagues;
30. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
31. To comply with the academy policies and procedures at all times.

General

1. To participate in wider academy meetings and working groups as required;
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times.'**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …… Date: ……