



Job Description

Bridge Manager

Responsible to:	Vice Principals – Mrs A Casson and Mrs C Walmsley
Grade:	NJC APT&C Grade 7/8 (Points 30-33)
FTE Annual Salary Range:	£27,358 - £29,909
Actual Annual Salary Range, for weeks worked:	£23,637 - £25,841
Weekly Hours:	37.00 per week. To be worked Monday to Friday, with flexibility between the hours of 8:00am and 4:30pm, with a 40 minute daily unpaid lunchbreak. Actual times to be discussed.
Working Weeks:	Term-time plus one week (actual paid weeks, 45.05 per year)
Start Date:	As soon as possible

Job Purpose

To oversee our provision for pupils in KS3 and KS4 in need of support or intervention.
To manage 'The Bridge'.

Summary

We are seeking an excellent colleague who is interested in making a difference for our most vulnerable learners and those in need of extra support in their learning.

Our Bridge manager will work closely with our Assistant Principals (KS3 and KS4), our Progress Leaders and our Learning Support department to devise modified timetables and individualised support to those in need of extra intervention. We are looking for someone with excellent organisational skills and who is also able to provide academic support and tutoring to pupils who require help with organisation and who have reduced curriculum time.

The ideal candidate will have a real desire to make a difference to children's lives but also have a firm but fair manner. They will be able to provide academic support in a caring and sensitive manner. They will need to build relationships with a range of colleagues across the academy as well as with the pupils in their care to help them overcome the various barriers that impact on their learning.

Job description

- To co-ordinate the support for all pupils requiring modified curricula or short term interventions.
- To work closely with the Learning Support manager to ensure consistency of provision for pupils working in the Bridge and in Learning Support.
- To liaise with Assistant Principals (KS3 & 4) and Progress Leaders to manage referrals for support.
- To coordinate the work of our KS3 literacy intervention teacher and our English and Maths intervention teachers, in conjunction with Subject Leaders (Maths and English).
- To provide academic support and tutoring for pupils working in 'The Bridge' when not in intervention lessons.
- To provide support for pupils who may be struggling with mental health-related issues.
- To mentor pupils with organisational / homework issues.
- To manage 'The Bridge' to ensure it is fully resourced and a conducive environment for learning.

- To ensure pupils in 'The Bridge' are following a structured programme of support.
- To provide support for vulnerable pupils with modified timetables at KS3 & 4.
- To organise catch-up for pupils who have missed school through illness / bereavement / medical issues.
- To organise interim placements and support for current non-attenders to enable them to return to normal lessons.
- To attend the weekly Ripley Achievement meetings.
- To run our daily after school homework club.

Person Specification – Bridge Manager

All staff are expected to model the following values, behaviours and attitudes:

- Actively supporting, articulating and promoting the Christian values and ethos of this Church of England Academy
- Putting pupils first and being positive about young people
- Committing fully to the safeguarding of pupils
- Having a commitment to excellence and high standards in everything we do
- Having, and communicating, the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility
- Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect
- Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams
- A willingness to contribute to school life beyond the curriculum

[A] Training and Qualifications

	Essential/ Desirable
Qualified Teacher Status	D
Degree (or equivalent) in a relevant subject	E
Relevant and recent in-service training	E

[B] Church Connection

	Essential/ Desirable
Fully supportive of Church school ethos and the school's mission statement	E

[C] Teaching Experience

	Essential/ Desirable
Effective teaching experience across the age and ability range.	D
Awareness and understanding of children's development	E
Experience of mentoring or working with young people in small groups	E

[D] Professional Knowledge and Understanding

Applicants should be able to demonstrate good knowledge and understanding of the following areas:

	Essential/ Desirable
The required skills to be a successful learner	E
Knowledge of Safeguarding in Schools	E
The National Curriculum and GCSE requirements in a Core Subject	D
The principles of effective teaching and assessment	D
Current educational issues	D
Knowledge and use of ICT in schools	E
Understanding of potential barriers to learning and how to overcome them	E

[E] Behavioural Competencies

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:

	Essential/ Desirable
Demonstrate excellent communication and interpersonal skills	E
Build and maintain effective relationships	E
Demonstrate personal enthusiasm and commitment to working with young people	E
Be sensitive to the needs of vulnerable pupils	E
Manage conflict	E
Prioritise, plan and organise themselves	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E