

JOB DESCRIPTION

JOB TITLE: The Bridge Assistant (General - Level C)

SECTION: Schools

INFORMATION ON THE BRIDGE

The Bridge is an on-site learning centre where students are taken out of their classes for a set amount of time. We want students to succeed at PHS and we will use all available strategies to help them reach their full potential. This learning centre is an intervention that is used when all other internal strategies have been tried. The Bridge is an opportunity for students to make positive choices and moderate existing patterns of behaviour. The intention is that students will be successful and return to mainstream learning.

1. PURPOSE OF JOB

To work under The Bridge Manager/Senior Staff, usually in The Bridge Centre, to support the behaviour, progress and learning of pupils.

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Develop with line manager productive learning opportunities and programmes for pupils who need to be supported to access the curriculum due to their social/emotional/behavioural difficulties
- Provide information and advice to enable pupils to make positive choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
- Supervise and support pupils individually, in small groups and in the class environment ensuring they are accessing their learning and self-managing appropriately
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Be aware of pupils' challenges / progress / achievements and learning
- Undertake pupil record keeping as requested and provide admin support

- Take an active role in managing pupil behaviour, reporting barriers to learning and progress to teachers
- Support pupils to understand instructions and access the curriculum

Support for the School

- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Provide objective and accurate feedback as well as reports as required to other staff on pupils' achievement, progress and other matters
- Develop positive relationships with parents/carers, exchanging information, facilitating support for their child's attendance and learning
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support different learning types and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Support the role of other professionals in the school and aid a smooth transition back into the classroom
- Participate in training, meetings and activities
- Assist with the supervision of pupils out of lessons, before school and at lunchtime
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be prepared to undertake relevant CPD and safeguarding training required by the school.
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

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| CRITERIA | ESSENTIAL CRITERIA |
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| Job Related Education | <ul style="list-style-type: none"> • Experience of working with children of relevant age, ideally in a schools setting |
| Qualifications, Knowledge and Experience | <ul style="list-style-type: none"> • Understanding of principles of child development and learning processes |
| Skills/Abilities | <ul style="list-style-type: none"> • Flexible work approach • Willing to go 'the extra mile' to help students succeed • Good numeracy / literacy skills • Ability to relate well to children and adults • Dynamic approach • A strong desire to help and work with young people • Work constructively as part of a team, understanding classroom roles and responsibilities • The belief that you can and will make a difference |
| Equalities | <ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy |