BRIDGE ACADEMY

TOTAL Manager (Behaviour Support)

Information Pack

CONTENTS

02

Letter from Mr C. Brown, Principal 3

The Bridge Academy Mission, Vision and Values 4

Safeguarding Children 5

Staff Rewards & Benefits 6

Post Information 8

Advert 9

School Workforce Privacy Information 10

A BRIDGE TO YOUR FUTURE

03

Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by the deadline set.

Yours faithfully,

Mr C. Brown

Principal

MISSION, VISION AND VALUES

THE BRIDGE ACADEMY

04

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

We believe sustained effort and disciplineare essential for success.
We remain positive and never give up.
We never stop trying to get better.

Integrity

We do the right thing, even when no-one is watching.
We are always honest and do not make excuses.
We take responsibility and do our best every time.

Kindness

We have high standards because we care.
We work as a team and treat each other fairly and respectfully.

Excellence

We strive for the highest standards in all that we do.

SAFEGUARDING CHILDREN

05

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms.

References and an online search will be sought for candidates at the short-listing stage. All positions are

exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

The appointment will be subject to the necessary safeguarding checks, which include:

- 2 satisfactory references, including the most recent employer.
- A satisfactory social media check
- A satisfactory Enhanced DBS check (including a
- barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's
- mental and physical fitness to carry out their
- work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A section 128 direction check

Please refer to further information on our safeguarding and child protection procedures on our website here

STAFF REWARDS & BENEFITS

06

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cycle Scheme and Green Commute Initiative

http://www.cyclescheme.co.uk

https://www.greencommuteinitiative.uk/

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family.

This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

Our Award-Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

STAFF REWARDS & BENEFITS

07

Our facilities include the following:

Art Floor

- 3 designer classrooms A Kiln room An Art terrace
- affording views of London landmarks
- including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose-built ICT suites & 1 suite with retractable I-de sks.
- ICT facilities on all floors within the Academy

Music Facilities

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
- 2 music technology classrooms, equipped with Mac computers and midi keyboards

Performance Hall

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
- 2 music technology classrooms, equipped with Mac computers and midi keyboards
Performance Hall

Sixth Form: A bespoke Sixth Form block

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

POST INFORMATION

TOTAL MANAGER

Job Purpose

You will lead the day-to-day operation of the TOTAL (Time Out To Access Learning) Room. This is our internal provision for pupils who have not met the school's behaviour expectations. You will work closely with pastoral teams, teaching staff, and senior leaders to support pupils in reflecting, resetting, and reintegrating successfully. The TOTAL Manager plays a vital role in maintaining high standards of student culture across the school. This provision is central to our values and commitment to creating a calm, purposeful learning environment where every pupil can reach their full potential. Please refer to the Job Description and Specification for further information.

Annual Salary Range

Scale Point 23-27. Currently, Pro Rata: £27,958 - £30,880 (FTE: £32,855 - £36,289)
This amount will increase if an inflationary increase is awarded from September 2026.

Working Pattern & Hours

This position is term time only; Mondays - Fridays - 37.5 hours per week.
Due to the nature of the role, the actual contracted hours of work are outlined below.

Mondays and Tuesdays: 8.15am-16.30pm
Wednesdays: 8.15am -16.15pm
Thursdays and Fridays: 8:15am - 16:00pm

TOTAL MANAGER ADVERT

09

Job Start: September 2026

Scale Point Range: 23-27

Annual Salary Range: Currently, Pro Rata: £27,958 - £30,880 (FTE: £32,855 - £36,289). This amount will increase if an inflationary increase is awarded from September 2026.

Location: South Hackney

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(Staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Do you:

- Believe 100% in a warm/strict approach?
- Strive for academic rigour?
- Prioritise and take responsibility for student outcomes and act accordingly?
- Believe that students from any background can succeed in a school where standards are high enough?
- Never stop trying to improve and view feedback as a gift?

We are seeking to appoint a TOTAL Manager who is totally aligned to our values of Hard Work, Integrity and Kindness and who strives for Excellence in everything they do. Our mission is to ensure that all students can go on to succeed at a good University, thrive in their chosen field and live a great life. Can you help us to fulfil this?

If so, we could be the Academy for you.

You will lead the day-to-day operation of the TOTAL (Time Out To Access Learning) Room. This is our internal provision for pupils who have not met the school's behaviour expectations. You will work closely with pastoral teams, teaching staff, and senior leaders to support pupils in reflecting, resetting, and reintegrating successfully. The TOTAL Manager plays a vital role in maintaining high standards of student culture across the school. This provision is central to our values and commitment to creating a calm, purposeful learning environment where every pupil can reach their full potential. This is a term time only position, Mondays to Fridays, 37.5 hours per week. Due to the nature of the role, the actual contracted hours of work are outlined below.

- Mondays and Tuesdays: 8.15am-16.30pm
- Wednesdays: 8.15am -16.15pm
- Thursdays and Fridays: 8:15am - 16:00pm

The ideal candidate will have:

- A strong presence and authority; the ability to uphold high expectations consistently and fairly is essential.
- Experience of working with young people, ideally in a secondary school setting.
- A calm, resilient and solution-focused approach under pressure.
- Excellent communication and interpersonal skills.
- Understanding of behaviour management strategies in line with a warm/strict, high standards school ethos. (Desirable)
- Previous experience managing an inclusion, isolation, or behaviour support room. (Desirable)

To apply for this position, please complete the online application form and read the Job Description & Specification. We encourage applicants from all sectors of the community to apply. The deadline for applications is 09:00am on Friday 7th August 2026. The selection process will take place on Thursday 20th August 2026.

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.

School Workforce Privacy Notice Information

Postal address:
The Bridge Academy
Laburnum Street
Hackney
London, E2 8BA

The Bridge Academy is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are required to read this privacy notice because you are submitting an application for a vacancy that has been advertised by The Bridge Academy. It makes you aware of how and why your personal data will be used, namely for the purposes of recruitment and selection. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).This is classed as retained law and is known as UK GDPR.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, the Human Resources department will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your application form and any other supporting documentation or additional forms (e.g. CV and additional information or monitoring forms).
- Any information you provide to us during an interview, including the results of tests.

The Human Resources department may also collect, store and use the following types of more sensitive personal information if you are appointed:

- Information about your race or national or ethnic origin, for reporting purposes.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract.
- The processing is necessary for the performance of a legal obligation to which the Academy is subject, for example our legal duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function which is a function in the public interest.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview or test, and if you are appointed, during your employment.
- We will use information about your race or national or ethnic origin, to ensure meaningful equal opportunity monitoring and reporting.
- Following a successful appointment, a heath questionnaire shall be processed, as part of our pre-employment checks process. This is to determine your fitness to work and to consider whether any adjustments need to be made during your employment.

INFORMATION ABOUT CRIMINAL CONVICTIONS

As part of the application process, we will require you to list any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country.

If you are appointed, you will be required to complete an enhanced Disclosure and Barring Service (DBS) application. If you are registered on the DBS update service, a DBS application will not be required, but we will need to verify the DBS certificate the update certificate is registered on and then complete a status check. We are required to carry out these checks in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We will collect personal information about you from the following sources:

- You, the candidate/newly appointed employee.
- Recruitment agencies.

School Workforce Privacy Notice Information

- Your named referees, from whom we will collect your reference during the short listing and appointment process.
- The Disclosure and Barring Service, via our umbrella company at the appointment stage.
- HM Revenues and Customs (HMRC).
- Medigold Heath, in respect of health questionnaires at the appointment stage and occupational health referrals during the course of your employment if the need arises.
- UK Visas and Immigration (Part of the Home office) in instances whereby further details are required in regards to your eligibility to work in the UK at the appointment stage.
- Any other organisation/service which requires your information for statutory/mandatory purposes.

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the position.
- Communicate with you about the recruitment process and keep records after our recruitment process.
- Carry out your personal data, where applicable during the recruitment and selection process.
- Comply with legal or regulatory requirements during the recruitment and selection process.
- Comply with legal or regulatory requirements during the recruitment and selection process.

DATA SHARING

Why might you share my personal information with third parties? We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

After the appointment stage and during the course of your employment we will:

- Disclose personal data about you to our umbrella company who work with the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.
- Disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.
- Share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.
- Share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. This being the Teachers' Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS, for support staff).
- Share your information with organisations which provide salary sacrifice schemes for staff, to the extent necessary for them to provide their services/products to you. E.g. share your information with the Cyclescheme: where you have decided to purchase a bike under a hire agreement, as part of the application process, your details shall be shared with the provider Cyclescheme.
- Maintain your data within your personnel file, and our systems for the purpose of record keeping.

We may also disclose details about you to our HR consultancy team: Stone King LLP, for the purposes of HR management.

We are required, by law, to pass on some of the personal data which we collect to:

- Our Local Authority
- The Department for Education (DfE)

The collection of this information will benefit both national and local users by:

- Improving the management of workforce data across the sector.
- Enabling development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.

COLLECTING DATA

We may ask for data that has not previously been supplied. For example in cases of long term absence, this will allow us to assess an individual's ability to attend/return to school and what measures may need to be put in place to allow for a safe return. All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies.

School Workforce Privacy Notice Information

DATA SECURITY

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?
We will only keep your information for as long as we need it or for as long as we are required by law to keep it.

If you are unsuccessful at the interview stage then we will retain your personal information for 6 - 12 months after the interview process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

YOUR RIGHTS

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, in relation to any of the above, please contact Priscilla Agyare, Human Resources Manager: pagyare@tbah.uk

COMPLAINTS

If at any time you are not happy with how we are processing your personal information then you may raise the issue with our Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office. Tel: 0303 123 1113

BRIDGE ACADEMY