

**Job Title:** Bridge Manager

**Reporting to:** Inclusion Coordinator

**Grade:** Band 6

## Overall Purpose of the Post

To work as part of the Deep Support team to promote the learning and welfare of vulnerable students and those who experience barriers to learning.

## Main Duties and Responsibilities

- To manage and work as gatekeeper for the Bridge.
- Liaise with teachers over suitable subject specific work for students in the Bridge.
- Produce work resources for students in the Bridge e.g. anger management, behaviour management, and social skills.
- Plan work for all students in the Bridge – updating lesson plans as required, with a particular emphasis on developing packages for literacy and numeracy.
- Provide suitably differentiated work for SEN students in the Bridge.
- Liaise with other managers, contributing information on students in the Bridge.
- Ensure all Bridge students are registered each lesson and inform attendance.
- Keep the Bridge timetable up to date weekly and distribute to appropriate colleagues.
- Support the Inclusion Coordinator to implement agreed work programmes with individuals/groups and to be responsible for the administration of special needs procedures.
- To work under the direction of the Inclusion Coordinator in supporting the students with learning/special needs.
- To administer and assess routine tests and invigilate exams and tests when appropriate.
- Work with students, including those with statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximize achievement.
- Help students to further develop literacy, numeracy, ICT, problem solving and study skills. Help students to develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks.
- Maximize the use of ICT in the learning process.
- Develop methods of promoting/reinforcing students' self-esteem.

- Produce individual timetables for students on reduced lessons and ensure relevant staff have copies.
- Provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant staff.
- Liaise with outside agencies and parents/carers.
- Supervise all students in the Bridge.
- To provide regular feedback about students to appropriate colleagues.
- To assist with the development and implementation of Individual Education Plans.
- To oversee the keeping and updating of records and contribute to reviews and systems of record keeping.
- Manage the Academy's 'Behaviour for Learning' programme with selected KS3 students, keeping up to date records and feeding back to appropriate colleagues.
- Meet weekly with relevant staff to discuss Bridge students' progress and new referrals.
- Organisation and monitoring of resources and stationary.
- Attend and contribute to fortnightly PAG meetings with Community Police Officers and other colleagues.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.
- Comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

### **Special Features**

- 37 hours per week, term time plus 5 days

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.