



Job Description

Job Title: Bridge Manager

Reporting to: Vice Principal Deep Support

Grade: 5

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.
- To work under the direction of the Deep Support Team in supporting the students with additional 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. To help pupils 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.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To develop methods of promoting/reinforcing the student's 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 support plans for students.
- 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
- Organisation and monitoring of resources and stationary.
- 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.
- To comply with the Academy's policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the Academy.
- Flexibility is required at certain times.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- 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;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Special Features

- 37 hours a week, term time plus 5 days.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.