

Job Description Bridge Manager

Responsible to:	Inclusion Co-ordinator
Job purpose:	To work as part of the Pastoral and SEND Support teams to promote the learning and welfare of vulnerable students and those who experience barriers to learning.
Arrangement:	37 Hours Per Week, Term Time Only + 5 days
Grade:	Grade F NJC SCP 14 - 19 based on 37 hours per week, Term Time only +5 days (£19,853.05 - £21,91835 pro-Rata)

Responsibilities and accountabilities

1. To manage and work as Gatekeeper for The Bridge.
2. To liaise with teachers over suitable subject specific work for students in the Bridge.
3. To produce work resources for students in Bridge e.g. Anger Management, Behaviour Management, Social Skills.
4. To plan work for **all** students in Bridge – updating lesson plans as required.
5. To provide suitably differentiated work for SEN students in the Bridge.
6. To liaise with other managers, contributing information on students in the Bridge.
7. To ensure all Bridge students are registered each lesson and inform attendance officer.
8. To keep Bridge timetables up to date weekly and distribute to appropriate colleagues.
9. To support the Academy's Pastoral and SEND leaders to implement agreed work programmes with individuals/groups and to be responsible for the administration of special needs procedures.
10. To work under the direction of Academy's Pastoral and SEND leaders in supporting the students with Learning/Special Needs.
11. To co-ordinate, under direction of the Academy's Pastoral and SEND leaders and class teachers, the deployment of TAs in order to ensure an appropriate learning environment.
12. To provide day to day supervision of TAs and assist with the delivery of specific training.
13. To induct new TAs to the Academy.
14. To administer and assess routine tests and invigilate exams and tests when appropriate.
15. To hold meetings with TAs, preparing agendas and taking minutes.
16. To work with students, including those with statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximise achievement.
17. To help students to further develop literacy, numeracy, ICT, problem solving and study skills. To help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks.
18. To maximise the use of ICT in the learning process.
19. To play an appropriate part in child protection procedures, such as relating relevant factual

- information and recording/reporting disclosures to the designated teacher/relevant professional.
20. To develop methods of promoting/reinforcing students' self esteem
 21. To manage students use of ICT and oversee printing of work and handing in to teachers.
 22. To attend briefing and feedback to TAs.
 23. To produce individual timetables for students on reduced lessons and ensure relevant staff and EWO have copies.
 24. To provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant staff and EWO.
 25. To liaise with outside agencies and parents/carers.
 26. To supervise all students in the Bridge.
 27. To provide regular feedback about students to appropriate colleagues.
 28. To assist with the development and implementation of Individual Education Plans.
 29. To oversee the keeping and updating of records and contribute to reviews and systems of record keeping.
 30. To manage the Academy's Behaviour for Learning programme with selected students, keeping up to date records and feeding back to appropriate colleagues.
 31. To meet regularly with Pastoral and SEND leads to discuss Bridge students' progress and new referrals.
 32. To manage the Bridge budget.
 33. To organise and monitor resources and stationery.
 34. To attend and contribute to meetings with external agencies including Community Police Officers and other colleagues.
 35. 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.
 36. To ensure strict confidentiality in all areas of work.
 37. To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
 38. To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
 39. To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
 40. To comply with the Trust and academy's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.