

Northern Education Trust – Job Description

Job Title:	Bridge Manager	JE reference	JE016
Base:	Dyke House Academy		
Reports to:	Inclusion Co-ordinator	Grade:	Grade 4 SCP10 - SCP12
Service responsibility:		Salary:	£28,608.00 - £29,542.00 (FTE), Pro rata salary £10,246.69 - £10,581.23
Additional:	Some travel may be required	Term:	15 Hrs / 39 Wks

JOB PURPOSE

- To work as part of the deep support team to promote learning and welfare of vulnerable students and those who experience barrier to learning
- To work under the direction of the Inclusion Co-ordinator in supporting the students with learning/special needs
- To work with students, including those with statements of SEND, providing individual assistance and implementing action plans, to maximise achievement
- To build and develop relationships with staff at all levels

JOB SUMMARY

1. To manage and work as gatekeeper for the bridge
2. To liaise with teachers over suitable subject specific work for students' bridge
3. Produce work resources for students in bridge including anger management, behaviour management and social skills
4. Plan the work for all students in bridge and updating lesson plans as required
5. Provide suitably differentiated and appropriate work for SEND students in bridge
6. Supervise all students within the bridge and co-ordinate lesson attendance for each Bridge student and inform the attendance officer
7. Keep the bridge timetable up to date weekly and distribute to colleagues as accordingly
8. Produce individual timetables for students on reduced lessons and ensure relevant staff and Education and Welfare Officer (EWO) have copies
9. To support the Inclusion Coordinator to implement agreed work programmes with individuals/groups and to be responsible for the administration of special needs procedures
10. To administer and assess routine tests and invigilate exams and tests when appropriate
11. To support students to further develop literacy, numeracy, ICT, problem solving and study skills to assist students on the organisation, preparation and display of set assignments tasks
12. To maximise the use of ICT in the learning process
13. Provide a point of contact for vulnerable students, discuss problems with students and communicate information to relevant staff and EWO
14. To play an appropriate role in child protection procedures, such as relating relevant, factual information and recording/reporting disclosures to the designated teacher/relevant professional

15. To develop methods of promoting/reinforcing the students' self-esteem
16. Liaise with outside agencies and parents/carers
17. To provide regular feedback about students to appropriate colleagues
18. To assist with the development and implementation of Individual Learning Plans;
19. To provide regular feedback about students to appropriate colleagues
20. To oversee the keeping and updating of records and contribute to reviews and systems of record keeping
21. Manage achievement initiatives, keeping up to date records and assigning awards
22. Manage the academy's 'expectations for learning' programme with selected students, keeping up to date records and feeding back to appropriate colleagues
23. Meet weekly with Inclusion Coordinator to discuss bridge students' progress and new referrals
24. Organisation and monitoring of resources and stationery
25. To comply with the academy policies and procedures at all times

GDPR

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: