

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Bridge & PLC Manager	<u>Grade:</u> F (points 14-19)
<u>Job Family:</u> Educational Support	
<u>Overall Purpose of Job:</u> As the person overseeing both Bridge and PLC, you will work as part of the Deep Support team to promote the Learning and Welfare of vulnerable students and those who experience barriers to learning by supporting and leading the Bridge and PLC facilities within the academy.	
<u>Main Responsibilities:</u> 1. You will manage and work as the Manager for both The Bridge and Progress Learning Centre (PLC) 2. You will liaise with teachers over suitable subject specific work for students in the Bridge/PLC 3. You will produce work resources for students in Bridge/PLC e.g., Anger Management, Behaviour Management, Social Skills. 4. You will plan work for all students in the Bridge/PLC – updating lesson plans as required. 5. You will provide suitably differentiated work for students with Special Educational Needs in the Bridge/PLC. 6. You will liaise with other managers contributing information on students in the Bridge/PLC. 7. You will ensure all Bridge/PLC students are registered each lesson and information provided to the Attendance Officer. 8. You will keep Bridge/PLC timetables up to date weekly and distribute to appropriate colleagues. 9. You will support the Academy's Inclusion Co-ordinator to implement agreed work programmes with individual's /group and be responsible for the administration of special needs procedures. 10. You will work under the direction of the Academy's Inclusion Co-ordinator in supporting the students with learning/special needs. 11. You will provide supervision and direction of TA's whilst they are located in the Bridge/PLC and assist with the delivery of specific training. 12. You will administer and assess routine tests and exams, including invigilation when appropriate. 13. To work with students, including those with statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximize achievement. 14. You will develop methods of promoting/reinforcing the student's self-esteem 15. You will help students to further develop literacy, numeracy, ICT, problem solving and study skills. 16. You will help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks. 17. You will maximise the use of ICT in the learning process. 18. You will play an appropriate part in child protection procedures, such as relating relevant information and recording/reporting disclosures to the designated teacher/relevant professional. 19. You will produce individual timetables for students on reduced lessons and ensure relevant staff, including Education Welfare Officer/ Attendance Co-ordinator have copies. 20. You will be a point of contact vulnerable students, discuss problems with students and contribute information to relevant staff and Education Welfare Officer/ Attendance Co-ordinator. 21. You will supervise all students within the Bridge/PLC. 22. You will provide regular feedback about students to appropriate colleagues. 23. You will assist with the development and implementation of Individual Education Plans. 24. You will oversee the keeping and updating of records and contribute to reviews and systems of record keeping.	

25. You will assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement and to support reintegration of pupils following long term absences
26. You will develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning.
27. You will demonstrate an active commitment to own personal development.

General

28. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
29. You will participate in training and other learning activities and performance development as required.
30. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
31. You will ensure strict confidentiality in all areas of work.
32. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
33. You will 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).
34. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
35. You will always comply with the Trust's policies and procedures.
36. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4, or equivalent, in English and Maths (C)
- Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience (A/I/C)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post. (A/I)
- Child protection training (C)
- Experience of working in a school environment (A/I)
- Experience of issues affecting students and young people and how to offer supportive assistance (A/I)
- Excellent communication and listening skills (both verbal and written) (A/I)
- Able to respect and maintain confidentiality (A/I)
- Good organisational and time management skills (A/I)
- Working knowledge of standard computer packages (word processing, email, and spreadsheets) (A/I)
- Ability to work with students and have a real interest in the issues faced by this age group (A/I)

Desirable

- Emergency First Aid or First Aid at Work qualification (C/A)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Resilient
- Calm
- Organised
- Effective
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principal within the academy

Support Staff – in contact with support staff involved with administration, student support, cleaning, catering, and site staff.

External – in contact with parents/carers, external agency professionals, other local authority staff, AAB members, and visitors.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.