Job Description

Job Title: Bridge Coordinator

Reporting to: Vice Principal, Deep Support

Grade: 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, Social Skills;
- Coordinate work for **all** students in the Bridge – updating lesson plans as required;
- Liaise with other managers, contributing information on students in the Bridge;
- Ensure all Bridge students are registered each lesson and the Attendance Officer is informed;
- Keep the Bridge timetable up to date weekly and distribute to appropriate colleagues;
- To support the school's Inclusion Co-ordinator 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 Co-ordinator in supporting vulnerable students;
- To administer and assess routine tests and invigilate exams and tests when appropriate;
- 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;
- Maximise the use of ICT in the learning process;
- To develop methods of promoting/reinforcing the student's self-esteem;
- Produce individual timetables for students on reduced lessons and ensure relevant staff and EWO have copies;
- Provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant staff and EWO;
- Attend and contribute to Inclusion meetings;

- Liaise with outside agencies and parents/carers;
- 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 SEN Raising Boys' Achievement initiatives, keeping up to date records and assigning awards;
- Manage the school's 'Behaviour for Learning' programme with selected KS3 students, keeping up to date records and feeding back to appropriate colleagues;
- Meet regularly with the EWO and line manager to discuss the Bridge students' progress and new referrals;
- Monitor available resources and stock levels and replenish when necessary.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where 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.

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.