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**Name:**

**Job Description: Support Staff**

**Job Title: Bridge Co-ordinator**

**Salary Scale: CVCC E**

**Hours of Work: 37.5 hours per week x 39 weeks**

 **8:30 – 16:30 Monday to Friday**

**Line Manager DP Pastoral**

**Job Purpose**

In line with the College Behaviour for Learning policy (Respect Participate Learn), co-ordination, administration and supervision of the Academy seclusion room (The Bridge). This will include managing the central detention system,delivering interventions, behavior management strategies and facilitating the restorative process.

Planning, preparing and delivering learning activities in conjunction with teaching staffas well as monitoring and evaluating student participation will be key features of this role. In addition monitoring, reporting and tracking the impact of key behaviour interventions will be an essential part of the role.

**Key Responsibilities:**

1. To manage The Bridge on a daily basis, ensuring that the room provides the support our students to enable them to be successful in a mainstream setting.

2. To manage the referrals/detentions process to ensure all pupils and staff are aware of the detention list as appropriate.

3. To supervise the daily referrals/detention and ensure 100% compliance with the academy rules at all times.

4. To maintain the referrals/detention register, ensuring it is accurate and to take a detention register each day.

5. To work with the pastoral teams and heads of subject to implement behaviour and wellbeing interventions.  This includes the data tracking of the interventions.

6. To co-ordinate and facilitate restorative conversations between staff and pupils.

7. To make contact with parents to ensure they are aware if their child has been sent to The Bridge or have a detention.

8. To maintain a calm and professional demeanor and to model the professional language and relationships we expect our students to develop.

10. To analyse trends in referrals/detentions and to facilitate small group mentoring programs for pupils where applicable.

11. Organise and manage an appropriate learning environment.

12. To ensure the adequate resourcing of The Bridge room as a continued place of learning.

13. Participate in appropriate CPD with the agreement of your Line Manager.

14. To be a role model to pupils and staff and to uphold the high standards and expectations of the academy.

**Person specification:**

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| **Role Requirements:** | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications:** |  |  |  |
| 5 GCSEs at C or above including a minimum of GCSE grade C in English and Maths or equivalent |  |  | Application Form |
| Educated to A level/level 3 equivalent or above. |  |  | Application Form |
| **Experience:** |  |  |  |
| Working in a college environment with young people. |  |  | Application Form; Interview; References |
| Good understanding of current educational pastoral policies |  |  | Application Form; Interview; References |
| Understanding of available provisions for pastoral interventions. |  |  | Application Form; Interview; References |
| Experience of restorative conversations |  |  | Application Form; Interview; References |
| Analysing information systematically and working with great attention to detail.  |  |  | Application Form; Interview; References |
| Working within a busy environment, meeting tight and demanding deadlines. |  |  | Application Form; Interview; References |
| Working with limited direct supervision.  |  |  | Application Form; Interview; References |
| General administration and familiarity with SIMS |  |  | Application Form; Interview; References |
| Using a range of ICT packages and databases |  |  | Application Form; Interview; References |
| **Personal and Professional Skills & Attributes** |  |  |  |
| Ability to work without close supervision using initiative and judgement to solve day to day issues. | √ |  | Application Form; Interview; References |
| Good interpersonal skills including;* Ability to build rapport quickly
* Ability to be assertive when required
* Professional & approachable style
 | √ |  | Application Form; Interview; References |
| Excellent planning and organisational skills. Able to prioritise and organise own day-today work in accordance with deadlines and agreed objectives. Flexible and adaptable in approach. | √ |  | Application Form; Interview; References |
| Strong communication skills, able to;* quickly understand complex information and convey it confidently, appropriately and effectively.
* deal with internal and external contacts to high professional standards.
* build positive professional relationships with supply teachers, external companies and colleagues.
* write accurate and detailed reports
 | √ |  | Application Form; Interview; References |
| Numeracy, literacy and ICT skills at a level appropriate to the role. Highly competent Microsoft office (Outlook, Word & Excel) user. | √ |  | Application Form; Interview; References |
| Able to manage confidential information appropriately and with discretion including dealing with sensitive and personal issues in complete confidence. | √ |  | Application Form; Interview; References |
| Willingness to participate in ongoing training & development  | √ |  | Application Form; Interview; References |
| Able to work effectively as a member of a team  | √ |  | Application Form; Interview; References |
| Understanding of safeguarding issues and able to promote the welfare of children and young people.  | √ |  | Interview |