



Castle View  
Enterprise  
Academy

### Your Academy...Your Future

<b>Post Title</b>	Bridge to Learning Coordinator
<b>Purpose</b>	The post holder will lead the provision ensuring the team deliver an appropriate, bespoke programme of curriculum which meets individual student's learning SEN needs. They will also oversee the staff within the provision to offer and develop expertise in supporting pupils with SEN needs that is impacting their education.
<b>Responsible to</b>	SENDCo/SLT
<b>Responsible for</b>	Daily running and managing the bungalow provision.
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Contract Type</b>	Full Time / Permanent / Term Time Only
<b>Grade</b>	PO2/E, SCP 29 - SCP 32 (Term Time Only equivalent - £32,402 - £34,906)
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul>

<p><b>Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To plan day to day running of the provision and deployment of staff to support students. As leader of the provision, work with SENDCo/staff to ensure appropriate work is available for all sessions and lead the planning of various intervention and support work.</li> <li>• Support and create plans to engage 'at risk' or vulnerable pupils in education.</li> <li>• Manage action planning, target setting and monitoring of progress of individual pupils within the provision.</li> <li>• Review the progress of the pupils, keeping accurate and appropriate records.</li> <li>• Devise, implement and deliver (with colleagues as appropriate) programmes of personal development for the pupils.</li> <li>• Devise, implement and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to support pupils in improving their learning.</li> <li>• Devise, implement and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to meet pupils needs/EHCP.</li> <li>• Manage links between the pupil and parents/carers to support and encourage achievement.</li> <li>• Devise and implement strategies (with colleagues as appropriate) to involve parents/carers and school staff in the establishment of strong home/school links.</li> <li>• Work alongside other staff in school, especially the SEN team and from other agencies to deliver high quality and effective support and education.</li> <li>• Maintain good communication with all staff on an individual or whole school level.</li> <li>• Participate in transition activities and strategies for pupils moving to further education.</li> <li>• Establish and maintain links with LA advisors and with established 'good practice' into the Academy SEN education.</li> <li>• Keep records of all contacts.</li> <li>• Manage the preparation and dissemination of resources.</li> <li>• Analyse the data gathered and disseminate information to appropriate staff.</li> <li>• Undertake self-evaluation and contribute to the team and whole school evaluation.</li> <li>• Day to day management of staff in the provision.</li> </ul>
<p><b>General Requirements</b></p>	<ul style="list-style-type: none"> <li>• Attending and participating in training and development activities as required.</li> <li>• Participating in schemes of learning, professional development and review.</li> <li>• Assisting staff or senior colleagues in escorting pupils home and completion of home visits as and when required.</li> <li>• Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Being an effective role model for the standards of behaviour expected of pupils.</li> <li>• Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the academy directors and the local authority.</li> <li>• Support parents evenings and other events.</li> </ul>
<b>Professional Values &amp; Practices</b>	<ul style="list-style-type: none"> <li>• Having high expectations of all pupils. respecting their social, cultural, linguistic, religious and ethnic backgrounds. and being committed to raising their educational achievement.</li> <li>• Treating pupils consistently with respect and consideration, and being concerned with their development as learners.</li> <li>• In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.</li> <li>• Working collaboratively with colleagues as part of a professional team. and carrying out roles effectively, knowing when to seek help and advice from colleagues.</li> <li>• Reflecting upon and seeking to improve personal practice.</li> <li>• Working within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.</li> <li>• Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.</li> <li>• Building and maintaining successful relationships with pupils, parents/carers and staff.</li> <li>• To undertake any other duties commensurate with the post.</li> </ul>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• Lunch, break and before/after school supervision.</li> <li>• Exam Invigilation</li> <li>• Acting as a mentor for small groups of vulnerable students.</li> <li>• Carrying out a range of intervention programmes with vulnerable students covering all four areas of the Code of Practice.</li> <li>• Working and supporting students with specific SEND needs.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Carry out other reasonable tasks from time to time as directed by the Principal.</li> </ul>

***Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.***

## Person Specification

<b>You should be able to demonstrate that you meet the following essential criteria.</b>	<b>E = Essential D = Desirable</b>
<b>Qualifications</b>	
A teaching assistant qualification at NVQ Level 3 relevant to the Key Stage or it's equivalent.	<b>D</b>
A Relevant HLTA Qualification or equivalent.	<b>D</b>
GCSE English and Maths grades A*-C/4-9 or equivalent.	<b>E</b>
Training in relevant strategies e.g. literacy / numeracy.	<b>E</b>
A valid First Aid certificate.	<b>D</b>
Good numeracy/literacy skills.	<b>E</b>
<b>Experience</b>	
Experience of working in a school environment.	<b>E</b>
Experience of planning and evaluating learning activities.	<b>E</b>
Experience of managing a team of staff.	
Involved in planning programmes of learning for individuals and groups.	<b>E</b>
Training or expertise in a relevant curriculum or other learning area (e.g. SEN, ICT, Maths or English).	<b>E</b>
Planning, preparing, delivering and monitoring learning activities and interventions to groups and individuals.	<b>E</b>
<b>Skills, Knowledge and Aptitude</b>	
An ability to relate well with children and adults.	<b>E</b>
An ability to work independently with individual children and small groups of children.	<b>E</b>
An ability to use initiative when required.	<b>E</b>
An ability to work as a member of a team.	<b>E</b>
A willingness to work co-operatively with a wide range of professionals.	<b>E</b>
Good communications skills, both written and verbal.	<b>E</b>
Use ICT effectively to support teaching and learning.	<b>E</b>
An ability to work within the LA and the Academy's policies and procedures.	<b>D</b>
A working knowledge of foundation national curriculum key stages and government strategies.	<b>D</b>
A knowledge and understanding of strategies to support students with SEN.	<b>E</b>
Able to deliver support detailed in SEN/EHCP plans.	<b>E</b>
<b>Personal Requirements</b>	
Sensitive to the needs of children and their parents/carers.	<b>E</b>
An ability to work as part of a team.	<b>E</b>
A calm and positive approach.	<b>E</b>
Committed to professional development.	<b>E</b>