



Higher Education and Careers Manager (Maternity Cover) Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| Hard Work | Integrity | Kindness |

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The Bridge Academy, Hackney, Laburnum Street, Hackney, London, E2 8BA

T 020 7749 5240 www.bridgeacademy.hackney.sch.uk

Twitter: www.twitter.com/BridgeAcademyE2

Instagram: www.instagram.com/thebridgeacademyhackney/



Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Tuesday 29th June 2021**. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk.

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets*
- 25% off selected theatre and music productions*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

*Subject to availability. A maximum of 2 tickets can be purchased per booking.

Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing

professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

Gift Vouchers for 100% Attendance

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room

- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower.

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

JOB DESCRIPTION

Job Title:	Higher Education and Careers Manager (Maternity Cover)
Reporting to:	Vice Principal
Annual Salary Scale Point Range:	Point 40 - 44
Contract Details:	Term Time Only, Fixed Term Contract
Working Hours:	37.5 hours per week, 8:30am - 4:30pm

Key Responsibilities:

Developing a tailored programme for every student

- Interviewing students to develop a tailored development programme.
- Assisting students in drawing up action plans for employment, education and training and supporting students in achieving these goals.
- Advising on progression routes into higher education, apprenticeships and employment.
- Ensuring students have the skills, knowledge and information to make informed and realistic choices about progression to higher education, apprenticeships and employment, and to enable them to act upon the decisions made.

Leading on the University Application Process

- Providing information, advice and guidance to help students make informed decisions about higher education.
- Developing and maintaining relationships with universities, colleges, widening participation initiatives, UBS and partner organisations.
- Organising campus visits, subject taster days, master classes, talks and workshops on student life and finance – ensuring all students have access to early college/university access activities.
- Overseeing university outreach programmes.
- Researching, maintaining and developing higher education resources for students.
- Organising career fairs and higher education events at the Academy.
- Leading parent information evenings, and working with families and carers to access and facilitate the wider support network for students.
- Oversight of Progression Week(s), Career/University linked Progression Hours and Drop-Down Days etc.
- Developing a programme of workshops and support for the writing of personal statements.
- Quality assuring all personal statements and applications.

- Training staff on the UCAS process and the writing of subject and tutor references.
- Quality assurance of all references and applications.
- Organising mock interviews and providing guidance/advice to improve student interview techniques.
- Developing a bespoke preparation for the Oxbridge programme.
- Leading on the organisation of programmes to support students with the preparation for selective entry tests for University, including but not limited to, BMAT, LNAT, UKCAT, ELAT, and Oxbridge.
- Supporting students in finalising university placements post A-level results.
- Supporting and advising students on exam results on university/post school options (e.g. clearing process, etc.)

Leading on a University Aspirations Programme

- Leading and developing a university aspirations programme at KS3 and KS4, in order to raise the profile of higher education with our students.

Apprenticeships and Work-Related Learning

- Leading on the KS5 Work Related Learning Programme including work experience.
- Provision of advice and guidance on apprenticeship opportunities for students.
- Oversight of apprenticeship application, support and guidance.

UBS Partnership

- Liaising with UBS to maximise their support and the opportunities for them to contribute to the work related and university access initiatives.
- Developing appropriate volunteering activities for UBS.

Other

- Devise progression plans/ programme of support for LAC/ vulnerable students.
- Liaise with third sector organisations and enterprise (beyond UBS).
- Attend events associated with this role, keep abreast with developments and provide training to staff to keep them up to date on new developments.
- Prepare and present reports to the Board of Governors and relevant bodies as and when required.
- Carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Vice Principal or other members of the Senior Leadership Team.

JOB SPECIFICATION

Qualifications and Experience

- General education to degree level or equivalent.
- 2 - 3 years management experience in a similar role.
- Experience of working within a school setting.
- Experience of working with students across all year groups.

Knowledge and Abilities

- Thorough knowledge and understanding in all aspects of Higher Education.
- A knowledge of current educational developments within Higher Education.
- Knowledge and understanding of Safeguarding/Child Protection related rules and regulations.
- Ability to lead on the delivery of a range of programmes.
- Ability to establish and develop supportive relationships with students.
- Ability to work flexibly and to work effectively in a team or lead a team of individuals if required.
- Excellent organisational and time-management skills.
- Excellent oral and written and listening skills and the ability to communicate effectively with students, families, school staff and a range of other professionals.

Personal Qualities - the successful candidate will:

- Commit fully to the Academy mission of ensuring that every student will go on to a good university or equivalent, thrive in a top job and live a great life.
- Be committed to excellence, demonstrating a positive approach with a “can do” attitude.
- Have a strong sense of moral purpose and believe that every child, no matter their background or ability, deserves the chance to reach their full potential.
- Have a high level of personal drive and consistently set extremely high standards for themselves, amongst their team and their students.
- Be curious, willing to learn and positive.
- Be able to see the bigger picture and, where required, disagree and commit.
- Be passionate about character development and the impact it can have on the lives of young people.
- Understand that the role may at times be fast paced and challenging and be highly solutions focussed and resilient in the face of difficulties.
- Be organised, work efficiently and use a variety of data effectively.
- Have a proven track record of success and demonstrate a willingness to work flexibly to meet the best interests of the Academy.
- Be able to build effective relationships with other adults, including parents and professionals from outside education.
- Understand the importance of, and be able to work to, a very high level of detail and accuracy.

Post:	Higher Education and Careers Manager (Maternity Cover)
Spine Point Range:	40 - 44
Annual Salary Range:	£35,871 (Pro Rata of FTE: £42,154) - £39,319 (Pro Rata of FTE: £46,206)
Job Start:	September 2021 - May 2022
Location:	South Hackney

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last three years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Why choose us?

- Excellent student behaviour and a highly supportive Senior Leadership Team.
- An achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking an experienced Higher Education and Careers Manager who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The successful candidate will have 2-3 years management experience within a similar role and will be responsible for:

- Leading on UCAS applications, university programme(s), apprenticeships and work-related learning.
- Developing tailored programmes for our students at KS3 and KS4 in order to raise the profile of higher education.
- Working closely with our sponsor UBS, in aid of the opportunities they currently provide our students with.

If you are passionate about this field of work and you want to make a profound difference to the lives of our students, we would love to hear from you. This is a full time, term time only position - 37.5 hours per week.

Our sponsors UBS provide ongoing support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download the information pack, together with the application form and the additional information and monitoring form to complete. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Tuesday 29th June 2021.**

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.