



MFL Assistant - Spanish (Part Time) 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](https://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 Thursday 22nd September 2022**. 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.

SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

All appointments will be subject to the necessary safeguarding checks, which include:

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

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.

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.

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 Astro turf 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:	MFL Assistant (Spanish)
Reporting to:	MFL Subject Leader
Annual Salary Spine Point Range	Point 16 - 20 (Pro Rata)
Contract Details:	Permanent. Term Time Only
Working Hours:	Part Time: Wednesdays - Fridays An average of up to 18 hours per week

Job Purpose

- To provide support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- To provide support for students with behaviour/emotional difficulties and special educational needs.
- To work with an extended range of networks and partnerships to improve the quality of services to children and young people.
- To provide general educational support to the Academy, e.g. educational trips and visits.

Key Responsibilities

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with students, treating them with respect and consideration.
- To help promote independent learning and to help reinforce learning.
- To help keep the students on task and to build motivation.
- To support the students in building their confidence and enhancing self-esteem.
- To participate in formal and informal meetings with teachers to contribute to planning lessons / activities.
- To plan and prepare materials and resources.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- To deliver small group interventions under the supervision of a teacher.
- To meet regularly with the designated line manager to report on progress of identified pupils.
- To support the MFL Subject Leader in implementing specific teaching programmes.
- To carry out structured classroom assessment/observation and feedback outcomes.
- To be responsible for keeping records, evaluating identified students' progress and contributing to student IEPs.

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- To work within and encourage the Academy's Equality Policy.
- To undertake other duties, appropriate to the post, as may be required from time to time.

JOB SPECIFICATION

Qualifications & Experience

- Qualifications to degree, A level, or GCSE/ equivalent standard. (Degree desirable, but not essential.)
- Spanish qualification to A Level or equivalent standard (e.g. fluent/native speaker.)
- Experience of working in an educational environment. (Desirable)
- Experience of working in a multi-ethnic community. (Desirable)

Skills, Abilities and Knowledge

- Excellent communication, organisational skills, attendance and punctuality.
- The ability to establish and maintain good working relationships with young people.
- The ability to work as an effective member of a team.
- The ability to communicate effectively with young people, families, and a range of other external parties.
- The ability to exercise initiative, work independently and take responsibility.
- Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.
- Knowledge and understanding of child protection, safeguarding children and promoting the welfare of children.
- Understanding and awareness of equal opportunities and a commitment to work within the Academy's Equality Policy.

Personal Qualities

- Commit fully to the Academy's mission and values.
- 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 and the students they work with.
- Be curious, willing to learn and positive.

MFL Assistant - Spanish (Part Time)

Job start: October 2022
Scale Point Range: 16 -20
Annual Salary: Point 16: Pro Rata: £9,692 (FTE: £23,730)

'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 few 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 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 a part time MFL Assistant (Spanish), 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 hold a Spanish qualification up to A Level (or equivalent), and will:

- Provide support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- Provide support for students with behaviour/emotional difficulties and special educational needs.
- Work with an extended range of networks and partnerships to improve the quality of services to children and young people.
- Provide general educational support to the Academy, e.g. educational trips and visits.

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 term time only position and the days of work will be **Wednesdays, Thursdays and Fridays** - up to 18 hours per week.

Our sponsors UBS provide significant 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 and complete the application form and the additional information and monitoring form. 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. **The deadline for applications is: 9:00am on Friday 24th June 2022.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.