



Inclusion Administrator 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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Dear Applicant,

Thank you for your interest in this position. The Bridge Academy is a diverse and vibrant school and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, as outlined on 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.

We look forward to receiving your application by **9:00am on Friday 7th June 2019**. Please return the completed application documentation 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 a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

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 stay 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.

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

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 for both Teaching & Support staff, (Inner London Weighting) 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

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

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

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.

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 £100 worth of 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

- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- 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:	Inclusion Administrator
Reporting to:	Inclusion Manager
Spine Point Range	21 - 25
Contract Details:	Term Time Only: 39 Weeks Per Academic Year
Working Hours:	37.5 hours per week, (Monday – Friday, 8:00am - 4:00pm)

Key Responsibilities

General

- To support the Inclusion Manager to ensure the smooth running of the Inclusion department on a day to day basis.
- Oversee the smooth running of the Academy's detention system to include; accurate record keeping, updating spreadsheets and running calculations in Excel.
- Prepare daily PowerPoints detailing students' achievement points and detentions.
- To create new systems within Excel to support any changes to how systems are run.
- To ensure accurate records are kept for all targeted students.
- To support in organising, planning and managing Inclusion record keeping.
- To liaise closely with the Inclusion Manager and SENDCo.
- Support the Inclusion Manager with whole school duty rotas.
- To provide admin support to the Academy as a whole with specific delegated duties and helping with general admin as and when required.

Students

- To be a positive role model to students.
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children.

Parents

- To build positive relationships with parents and carers.
- With Inclusion staff, communicate with parents and carers verbally and in writing as required recording actions and following up concerns.
- To communicate parental/carers concerns to appropriate staff.

Administration

- To support the SENDCo in managing the Learning Support Assistant timetable.
- Support the SENDCo in managing the Annual Review process.

- Provide administration support for the BSP / PSP process in consultation with the Directors of Learning and the Inclusion Manager.
- To offer administrative support for the full range of Inclusion meetings including Inclusion Panel, multi-agency meetings, preparing CAF's, referrals to other agencies as required.
- To ensure that advice to teachers regarding SEND students is up to date on SIMs.
- To keep accurate records using the SIMs suite of programmes.
- Where required, keep accurate records of meetings with students, parents and feedback to appropriate staff.
- Typing and administrative duties such as filing and photocopying.
- Deal with telephone enquiries from parents and the general public.
- Assist and help students with their enquiries or problems.
- To undertake specific admin tasks for the Academy as a whole and to provide support as and when required.
- To work flexibly with other administrators in the Academy, providing a service where most needed.

Other

- To support the Inclusion Manager in the Performance Management process.
- To actively seek to improve performance through involvement in training and development.
- To complete other duties as is reasonably required by the Principal.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by Inclusion Manager or the Finance & Resources Director.

PERSON SPECIFICATION

Qualifications

- General education to Level 2/3, (or equivalent) including English and Maths GCSE A*- C.
- Degree level education. (desirable, not essential)

Knowledge and Experience

- Previous administration experience.
- Good knowledge and experience of using databases, spreadsheets and systems.
- A track record of positive and effective work with young people.
- A commitment to maximising the academic, personal, social and emotional development of all students.
- A commitment to equal opportunities.

Skills & Abilities

- An advanced user of Excel and proficiency in PowerPoint, Word and Outlook.
- Good communication skills, both verbal and written.
- Efficiency at all levels and effective organisational skills.
- The ability to work collaboratively as part of a team but also work on own initiative, organise workload and ensure deadlines are met.
- The ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- The ability to interact positively with staff, parents, students and the community.
- The ability to relate to students, parents and carers, colleagues and other partners.
- The ability to deal with sensitive and confidential issues.
- The ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs.
- Self-management: the ability to plan time effectively and to organise oneself efficiently.

Personal Qualities

- Energy, enthusiasm and a sense of humour.
- A commitment to one's own professional development.
- Adaptability to changing circumstances and new ideas.

Other Requirements

- Good attendance, punctuality and time management.
- Prepared to be flexible and take on additional duties as and when required.

Inclusion Administrator

Start Date: September 2019
Contract Type: Term time only - 39 weeks per academic year.
Contract Term: Permanent
Salary Point Range: 21 - 25
Annual Salary Range: £20,744 (FTE: £24,377) - £22,964 (FTE: £26,986)
Hours: 37.5 hours per week, 8:00pm – 4:00pm

This is a term time only position: 39 weeks per academic year. Working hours: 37.5 hours per week, 8:00pm – 4:00pm

'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 in the top 10% nationally for both GCSE and A level, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award.

Why choose us?

- Excellent student behaviour.
- An achievement-oriented culture where all 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 Inclusion Administrator 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 University or equivalent, thrive in their chosen field and live a great life.

Do you have:

- The knowledge, skills and flexibility to effectively support the needs of an Inclusion department?
- Education to a minimum standard of GCSE Grade A* - C in Mathematics and English?
- Previous administration experience within an educational setting?

- Proficiency in Excel at advanced level and databases?
- The ability to interact positively with staff, parents, students and the community?

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. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Friday 7th June 2019.**

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