



BRIDGE ACADEMY

TOTAL Manager (Behaviour Support)

Information Pack



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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 the deadline set.

Yours faithfully,



Mr C. Brown

Principal



MISSION, VISION AND VALUES

THE BRIDGE ACADEMY

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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.



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. References and an online search will be sought for candidates 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.

The appointment 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 section 128 direction check

Please refer to further information on our safeguarding and child protection procedures on our website [here](#)



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 £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, 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 & 1 suite with retractable l-de sks.
- ICT facilities on all floors within the Academy

Music Facilities

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
- 2 music technology classrooms, equipped with Mac computers and midi keyboards

Performance Hall

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
 - 2 music technology classrooms, equipped with Mac computers and midi keyboards
- Performance Hall

Sixth Form: A bespoke Sixth Form block

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.



TOTAL MANAGER

Job Purpose

Post Title:

You will lead the day-to-day operation of the TOTAL (Time Out To Access Learning) Room. This is our internal provision for pupils who have not met the school's behaviour expectations. You will work closely with pastoral teams, teaching staff, and senior leaders to support pupils in reflecting, resetting, and reintegrating successfully. The TOTAL Manager plays a vital role in maintaining high standards of student culture across the school. This provision is central to our values and commitment to creating a calm, purposeful learning environment where every pupil can reach their full potential.

Annual Salary Range

Scale Point 23-27. Pro Rata: £27,091 - £29,923 (FTE: £31,836 - £35,164).
This amount will increase if an inflationary increase is awarded from September 2025.

Working Pattern

Working Pattern & Hours

This position is term time only, Mondays - Fridays, 8:00am - 16:00pm.



Key Responsibilities

1. Behaviour and Conduct Support

- Supervise and manage pupils assigned to the TOTAL Room, ensuring a calm, respectful and structured environment at all times.
- Uphold and model the highest standards of student culture, uniform, language, and conduct in line with the school's behaviour policy.
- Ensure students complete meaningful academic work with a strong emphasis on work rate and accountability.
- Follow up with referring staff where appropriate to ensure consistency of approach.

2. Reflection and Reintegration

- Lead structured reflection conversations with pupils to help them understand the impact of their behaviour and plan for improved conduct.
- Support reintegration meetings with parents/carers and key staff when necessary.
- Record and monitor patterns of behaviour and liaise with the Directors of Learning (Head of Year Groups), and members of the Senior Leadership Team (SLT) as appropriate.

3. Administrative Duties

- Maintain accurate daily logs of students in the TOTAL Room, including reasons for referral, corrections and any incidents.
- Communicate effectively with Middle Leaders regarding work set (where appropriate) and student progress while in the TOTAL Room.
- Provide data and reports for SLT to inform strategic interventions.
- Support with inclusion team administration, including but not limited to flagging Subject Referrals, logging behaviour, processing detention lists, administration of Behaviour Support Plans/Pastoral Support Plans (BSPs/PSPs).

4. Pastoral and Academic Support

- Build positive, respectful relationships with students while maintaining authority and consistency.
- Seek to identify any underlying issues contributing to poor behaviour and liaise with the pastoral, SEND, and safeguarding teams.
- Work with the attendance and pastoral teams to improve the attendance of key students.
- Be highly vigilant of any safeguarding concerns and report these promptly to the Designated Safeguarding Lead.
- Ensure students continue their learning in line with curriculum expectations during their time in the TOTAL Room.

5. Other

- Complete any other reasonable request as directed by your line manager, any member of SLT or the Principal.



Qualifications and Experience

- Good standard of education; educated to Degree level, A Level or equivalent. (Desirable)
- Strong presence and authority; able to uphold high expectations consistently and fairly.
- Experience of working with young people, ideally in a secondary school setting.
- A calm, resilient and solution-focused approach under pressure.

Skills and Knowledge

- Excellent communication and interpersonal skills.
- Excellent organisational and analytical skills.
- Ability to establish and maintain effective working relationships at all levels.
- Knowledge and understanding of Child Protection, safeguarding children and promoting the welfare of young people.
- Understanding of behaviour management strategies in line with a warm/strict, high standards school ethos. (Desirable)
- Previous experience managing an inclusion, isolation, or behaviour support room. (Desirable)

Personal Qualities

- Commit fully to the Academy mission of ensuring that every student will go on to a good university thrive in their chosen career field and live a great life.
- High level of personal integrity, professionalism, and discretion.
- Ability to maintain confidentiality and discretion at all times.
- Strong commitment to excellent service delivery.



Job Start: September 2025

Scale Point Range: 23-27

Annual Salary Range: Pro Rata: £27,091 - £29,923

(FTE: £31,836 - £35,164). This amount will increase if an inflationary increase is awarded from September 2025.

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 excellent 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.

Do you:

- Believe 100% in a warm/strict approach?
- See developing culture, behaviour and character as a priority for staff?
- Strive for academic rigour?
- Prioritise and take responsibility for student outcomes and act accordingly?
- Believe that students from any background can succeed in a school where standards are high enough?
- Never stop trying to improve and view feedback as a gift?

We are seeking to appoint a TOTAL Manager who is totally aligned to our values of Hard Work, Integrity and Kindness and who strives for Excellence in everything they do. Our mission is to ensure that all students can go on to succeed at a good University, thrive in their chosen field and live a great life. Can you help us to fulfil this?

If so, we could be the Academy for you.

You will lead the day-to-day operation of the TOTAL (Time Out To Access Learning) Room. This is our internal provision for pupils who have not met the school's behaviour expectations. You will work closely with pastoral teams, teaching staff, and senior leaders to support pupils in reflecting, resetting, and reintegrating successfully. The TOTAL Manager plays a vital role in maintaining high standards of student culture across the school. This provision is central to our values and commitment to creating a calm, purposeful learning environment where every pupil can reach their full potential.

This is a term time only position, Mondays - Fridays, from 08:00am - 16:00pm.

The ideal candidate will have:

- A strong presence and authority; the ability to uphold high expectations consistently and fairly is essential.
- Experience of working with young people, ideally in a secondary school setting.
- A calm, resilient and solution-focused approach under pressure.
- Excellent communication and interpersonal skills.
- Understanding of behaviour management strategies in line with a warm/strict, high standards school ethos. (Desirable)
- Previous experience managing an inclusion, isolation, or behaviour support room. (Desirable)

To apply for this position, please complete the online application form [here](#). Please ensure that you also read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. The deadline for applications is 09:00am on Wednesday 21st May 2025.

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.