



ARC Learning Support Assistant 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,

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 Friday 5th June 2020**. 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

<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 25-39% of the total cost. Payment(s) are deducted via payroll over a specific 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 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 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.

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.

JOB DESCRIPTION

Job Title:	ARC Learning Support Assistant
Reporting to:	ARC Manager/ Head of Learning Area of the ARC
Scale Point Range:	Point 19 - 23
Contract Details:	Permanent. Term Time Only: 39 Weeks Per Academic Year
Working Hours:	Full Time, 37.5 hours per week, 8:00am - 4:00pm

Job Purpose

The main purpose of the role is to:

- Provide support and guidance to 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 literacy, behaviour or emotional difficulties.
- Support the ARC manager in completing the necessary admin in the day to day running of the ARC.
- Work as part of the Inclusion Team in supporting and including students with additional needs.
- Work within an extended range of networks and partnerships to improve the quality of services to children and young people. Enable outside services to support at the ARC.
- To promote the ARC's mission to empower students to make better decisions and build confidence in their work.
- To challenge inappropriate behaviour and praise good learning behaviour consistently.

Key Responsibilities

1. To develop an understanding of the special educational needs of the student/s concerned.
2. 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.
3. To build and maintain successful relationships with students, treating them with respect and consideration.
4. To help promote independent learning and to help reinforce learning.
5. To help keep the students on task and to build motivation.
6. To support the students in building their confidence and enhancing self-esteem.
7. To participate in formal and informal meetings with teachers to contribute to planning lessons / activities and model the ARC style of learning and behaviour management.

8. To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
9. To deliver small group interventions.
10. To meet regularly with the designated line manager to report on progress of identified pupils.
11. To support in implementing positive framing and support strategies for key students.
12. To carry out structured classroom assessment/ observation and feedback outcomes when students return from the ARC.
13. To support the re-integration of students into mainstream.
14. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
15. Communicating successes and challenges we face with parents.
16. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
17. To identify personal training needs and to attend appropriate internal and external in-service training.
18. To work within and encourage the Academy's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
19. To undertake other duties, appropriate to the post, as may be required from time to time.

JOB SPECIFICATION

	Essential	Desirable
<p style="text-align: center;">Education and Qualification</p> <ul style="list-style-type: none"> • Qualifications to degree, A level, or GCSE/ equivalent standard including English and Mathematics at minimum Grade C. 	*	
<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> • Experience of working with young people with a range of additional needs. • Experience of working in an educational environment. • Experience of working in a multi-ethnic community. 	*	* *
<p style="text-align: center;">Skills, Abilities and Knowledge</p> <ul style="list-style-type: none"> • 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. • Understanding and awareness of equal opportunities and a commitment to work within the Academy's Equal Opportunities Policy. • Commitment to the Academy's specialisms of Music and Maths. 	* * * * * * * *	

ARC Learning Support Assistant

Job start:	September 2020
Starting Salary Point:	19
Annual Salary:	Pro Rata: £19,907 (FTE: £23,393), including an inflationary increase for the academic year 2020/2021, once confirmed.
Contract type:	Term time only. 37.5 hours per week, 8:00am - 4:00pm
Location:	South Hackney
Contract type:	Permanent

'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 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 Learning Support Assistant 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.

The ARC, (**A**chieve, **R**eflect, **C**hange), is a designated area within the Academy where staff:

- Teach, support and provide guidance to students who are at risk of external exclusion;
- Work to remove barriers to learning, raise aspirations and achieve full potential;
- Empower students to make better decisions and build confidence in their work.

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 5th June 2020.**

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