

Job description

Responsible to: Assistant Head of Centre

Hours: 8.30am – 3.30pm 5 days per week, 5.00pm alternate Wednesdays.

Location: Bridge Business Centre, Barnards Green, Malvern.

Salary: £26,304.85 to £30,264.52

Bridge School Malvern is an independent Special Needs School supporting pupils aged 11-19. Due to school development, we are pleased to be recruiting a Interventions and Cover Coach to support our small 16-19 provision (16 students) based in Barnards Green, Malvern. We have three micro businesses and a team of teachers and careers coaches delivering an employability based curriculum and supporting the young people's wider needs.

Main purpose of role

- *To work directly with pupils delivering interventions to improve their social and emotional development*
- *To promote a positive, caring environment that supports pupil's emotional and social development in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.*
- *To develop partnerships with parents/carers, and authorities, which will promote the physical, intellectual, emotional and social development of pupils to help them achieve their full potential.*
- *To provide cover sessions as required.*

Main duties and responsibilities

- *Liaise daily with the Assistant Head of Centre to provide targeted support to pupils.*
- *To monitor pupil engagement throughout the day and to provide support to pupils as necessary.*
- *Support pupils unable to remain in timetabled sessions to develop effective strategies so that they can engage meaningfully in learning.*
- *To deliver timetabled sessions as required.*

- *To ensure regular weekly feedback to parents and carers.*
- *Deliver cover sessions to small groups of pupils, in a range of settings, as required due to staff absence.*
- *Liaise with the team to monitor and implement B Squared assessment process to track pupil development.*
- *Liaise with the Assistant Head of Centre to develop and incorporate learning strategies identified in the EHCP; and to plan interventions and carry out EHCP reviews.*
- *Identifying external support for pupils not responding to internal support provided and applying for funding as appropriate*
- *Update 'Welfare Call' Personal Education Plans (PEPs) and attend meetings*
- *Work as a team to support and monitor pupils during unstructured times in the day.*
- *Support with transition arrangements for pupils entering / leaving the school.*
- *Maintain accurate records and prepare written reports and evaluations.*
- *Any other duties commensurate with the grade of the post as determined by the Assistant Head of Centre/Headteacher.*

General

- *Work in accordance with BSM policies; particularly in relation to safeguarding, health and safety, equal opportunities and bullying and harassment, and to comply with confidentiality and data protection guidelines at all times.*
- *Keep up to date with professional and academic developments.*
- *Take responsibility for your own professional development and participate in relevant internal and external training/activities*
- *Participate constructively in appraisals and undertake appropriate training.*
- *Provide transport to pupils in own car (Covid-19 restrictions apply. See risk assessment' support with any additional costs for business insurance will be provided).*

Person specification

Flexibility and reliability are essential qualities. Formal teaching qualification preferred. You need to be a team player, encouraging and supporting the wider training team and facilitating the sharing of best practice. Experience in report writing

and record keeping is essential. Computer literacy is also an important aspect of this role. You will need experience and understanding of working with young people with a range of disorders such as autism, separation anxiety, ADHD, ODD, AS, PDA, moderate learning difficulties, emotional and behavioural difficulties. You will be creative and have a positive approach to dealing with difficult situations.

In addition:

- *Commitment to safeguarding and promoting the welfare of young people*
- *A commitment to health and safety and safe working practices.*
- *Commitment to support the School's ethos.*
- *Excellent communication and organisational skills*
- *Ability to use own initiative and to work as a member of a team*
- *Flexible approach and positive attitude to work*
- *Ability to empathise and build positive relationships with young people*
- *A good sense of humour is essential.*

*Applications are to be made by submitting your CV **with a covering letter stating your suitability for the role.***

We will be assessing applications on a rolling basis and may shortlist and invite candidates to interview before the closing date.

If you wish to enquire about the post, please contact Neil Hornby on 01684 778400.

Bridge School Malvern and all its services, are committed to safeguarding and promoting the welfare of children and young people, therefore all workers and employees within Bridge School Malvern are expected to share this commitment.

We are an equal opportunities employer. Equality & Diversity Policy is available on our website www.bridgeschoolmalvern.org

Job Type: Full-time

Salary: £26,304.85-£30,264.52 per year

Schedule:

- *Monday to Friday*

Experience:

- *Special Needs Education Teachers: 1 year (preferred)*

Work Location: In person