

**Morecambe Bay Academy**  
**Job Application**  
**Bridge Manager**



**Morecambe Bay Academy**

## **Welcome from the Headteacher**



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Bridge Manager

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



**Belong | Believe | Achieve**

**The Bay Learning Trust**

**Our Trust**



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmilce@morecambebayacademy.co.uk](mailto:gmilce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe".

Jen Pardoe  
Headteacher

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**The Bay Learning Trust**

**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

### **Belong**

We are kind and compassionate

We are respectful

We are honest and trustworthy

### **Believe**

We seek out new challenges

We are resilient and determined

**Belong | Believe | Achieve**

**Morecambe Bay Academy**

## **Job Description**



<b>JOB DESCRIPTION:</b>	Bridge Manager
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>GRADE:</b>	Grade 7 NPS (19-25)
<b>ANNUAL SALARY:</b>	£32,061—£36,363 Actual Salary (£27,824—£31,794)
	Monday to Friday 8.00am to 4.00pm
	Term Time plus 2 days
<b>Closing Date:</b>	9am Friday 15 May 2026
<b>Interview:</b>	W/C 18 May 2026
<b>Start date:</b>	01 September 2026

### **Job Purpose:**

To lead provision for KS3 and KS4 pupils requiring support with school attendance and engagement, and to manage The Bridge as a structured space for intervention, catchup, re-engagement and successful reintegration into fulltime education.

### **Purpose of the Role**

Improve whole school attendance, punctuality and lesson engagement through proactive monitoring, early intervention and family partnership work.

Lead and staff The Bridge Room—a calm, structured provision supporting pupils on phased returns, EBSA/health related absence, reintegration or catchup.

Coordinate tailored support for pupils who are severely absent, at risk of disengagement or requiring personalised timetables, working with families, staff and external agencies.

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## Morecambe Bay Academy

### Job Description



#### Summary

We are seeking a colleague passionate about improving outcomes for vulnerable learners and pupils needing support with attendance and engagement. The Bridge Manager will work closely with pastoral, attendance and Learning Support teams to re engage pupils, support academic catch up and remove barriers to learning. The role requires persistence, excellent relationship building skills, and a firm but supportive approach

#### Key Responsibilities

- Coordinate support for pupils needing modified curricula or short term interventions.
- Work closely with the Learning Support Manager to ensure consistent provision across The Bridge and Learning Support
- Liaise with attendance teams and Heads of Year to identify and address barriers to attendance.
- Conduct home visits, phone calls and face to face meetings with families to support improved attendance
- To establish to purposeful working environment in The Bridge and support students to academic success
- Provide academic support, tutoring and structured guidance for pupils in The Bridge when not in intervention lessons
- Support pupils struggling with mental health related issues or emotional barriers to engagement
- Mentor pupils with organisational or homework challenges
- Ensure The Bridge is fully resourced, well managed and conducive to focused learning

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**Morecambe Bay Academy**

## **Job Description**



- Ensure pupils follow structured programmes of support and reintegration, including phased returns
- Provide support for vulnerable pupils with modified KS3/4 timetables
- Organise and monitor catch up for pupils due to illness, bereavement or medical needs
- Run the catchup form/system for pupils who have missed lessons
- Track outcomes for Bridge cohort including attendance change, behaviour data and curriculum coverage

The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment.

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**Morecambe Bay Academy**

## **Job Description**



### **General:**

Be aware of and support difference and ensure equal opportunities for all.

Contribute to the overall ethos/work/aims of the school.

Participate in training and other learning activities and performance development as required.

Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times.

It is the Trust's intention that this job description is seen as a guide to

the major areas and duties for which the HR & Finance Administrator

is accountable. However, this may change and the post holder's

obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement

### **Safeguarding:**

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

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## **Person Specification**



### **Qualifications & Training**

Degree (or equivalent) in a relevant subject (Desirable)

Relevant and recent in service training (Essential)

Qualified Teacher Status (Desirable)

### **Values, Behaviours and Attitudes**

Putting pupils first and being positive about young people

Commitment to safeguarding and promoting pupil welfare

Commitment to excellence, high expectations and professional integrity

Respectful, ethical behaviour and strong teamwork

Willingness to contribute to wider school life

### **Experience**

Experience working with secondary age pupils (Essential).

Experience mentoring or working with young people in small groups (Essential)

Awareness and understanding of children's development (Essential)

Effective teaching experience across age/ability ranges (Desirable)

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## **Person Specification**



### **Professional Knowledge & Understanding**

Knowledge of safeguarding processes (Essential).

Knowledge of ICT systems in schools (Essential)

Understanding of barriers to learning and strategies to overcome them (Essential)

Knowledge of the National Curriculum/GCSE requirements (Desirable)

Understanding principles of effective teaching and assessment (Desirable)

### **Behavioural Competencies**

Excellent communication and interpersonal skills

Ability to build and maintain positive relationships

Enthusiasm and commitment to working with young people

Sensitivity to the needs of vulnerable pupils

Ability to manage conflict appropriately

Strong organisation and planning skills

Creative problem solving abilities

Ability to work independently and as part of a team

### **Measures of Impact (KPIs)**

Reduction in persistent absence rates and improved attendance for targeted pupils

Successful reintegration to full timetables following work in The Bridge

Completion and understanding of academic catch up work

Improved engagement, behaviour and readiness to learn

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