



Job Description:

Centre Manager

The Bridge



Centre Manager: The Bridge

REF: LSU045-825

The role:

The Centre Manager will contribute to the development and delivery of The Bridge, a specialist provision within Southport Education Group designed to support young people with complex needs who are unable to thrive in mainstream education. The postholder will ensure the centre provides a safe, nurturing, and aspirational environment where learners can rebuild confidence, develop life and vocational skills, and progress towards reintegration into mainstream education or employment. This is a strategic and operational leader role requiring vision, resilience, and a commitment to inclusive education.

Responsible to:

The postholder is responsible to the Director of Learning Support & Inclusion.

Key Accountabilities and Responsibilities:

- Provide day to day management of The Bridge, ensuring high-quality provision aligned with the Group's strategic priorities and SEND Code of Practice.
- Contribute to the development and implementation of policies, systems, and procedures for the effective running of the centre.
- Lead on curriculum design, ensuring a holistic programme that blends academic, vocational, and therapeutic elements.
- Oversee student wellbeing and behaviour management strategies to maintain a safe and supportive environment.
- Manage staffing, including recruitment, training, and performance development of specialist teachers and support staff.
- Ensure compliance with EHCP processes, liaising with local authorities and external agencies, including completing annual reviews and attending those for potential students.
- Monitor and report on learner progress, outcomes, and impact, producing data and reports for senior leaders and governing bodies.
- Manage budgets effectively, including High Needs funding and additional support allocations.
- Build strong partnerships with schools, SEN teams, and community stakeholders to support transition and reintegration pathways.
- Promote The Bridge through engagement with families, professionals, and external partners.
- Contribute to cross-college initiatives, events, and staff development activities.

- Provide cover for absent teaching and/or support staff as required
- Complete an allocation of 170 teaching hours per academic year.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Degree or equivalent professional qualification	E	A
Recognised teaching qualification or willingness to achieve	E	A
Level 2 English and Maths	E	A
Leadership or SEND-related qualification	D	A

Experience		
Experience in managing specialist or alternative provision for learners with SEND	D	A/I
Extensive experience of working in specialist or alternative provision for learners with SEND	E	A/I
Strong understanding of EHCP processes and High Needs funding	E	A/I
Experience of curriculum design for holistic learning	E	A/I/AS
Proven ability to lead and motivate teams	D	A/I
Experience of partnership working with local authorities and external agencies	E	A/I
Budget management experience	D	A/I/AS

Knowledge, Skills and Attributes		
Effective communication and interpersonal skills	E	I
Experience of effective teamwork	E	I
Ability to work under own initiative	E	I
Ability to work under pressure and prioritise accordingly	E	I
Willingness to work flexibly	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I

Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I
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Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£44,667.00 to £48,645.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The post will have a teaching commitment which will be reviewed annually.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk.

Timetable for Appointment:

Deadline for receipt of applications: Friday 23rd January 2026 (10:00am)

Interviews will be held:

Tuesday 3rd February 2026

Centre Manager – The Bridge

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

