

## PART FOUR: ADDITIONAL RESPONSIBILITIES

<b>Title/Role (for these responsibilities):</b>	LINC Team Leader (TA2)
<b>Reporting to:</b>	Assistant Head/SENDCo
<b>Date responsibilities commence:</b>	September 2025
<b>Discretionary responsibility:</b>	£1,557 p.a.

### **Key Responsibilities – LINC Team Leader**

- Create an inspiring team environment with a focus on open communication;
- Work with the Assistant Head Teacher & SENDCo to set clear team goals, which are focused on student outcomes;
- Delegate tasks and set deadlines, which reflect the SEND Department's priorities;
- Oversee day-to-day operations of timetabling and student support;
- Monitor team performance and report on impact;
- Motivate team members;
- Identify training needs and liaise with the Assistant Head Teacher & SENDCo to devise a training schedule where appropriate;
- Listen to team members' feedback and resolve any issues or conflicts;
- Recognise high performance and reward accomplishments;
- Suggest and organise team building activities in partnership with the Assistant Head Teacher & SENDCo to promote a culture of creativity and positive attitudes.