



WALSALL ACADEMY

Learning Intervention Centre Manager:

Accountable to: Line Manager

Responsibilities:

- To organise and manage the daily running of the Learning Intervention Centre (LINC).
- To organise supervision of students.
- To collate work for students prior to attending.
- To liaise with relevant staff to ensure the LINC functions are at high academic and behavioural standards.
- To manage support staff assigned.
- To organise students' attendance.
- To implement interventions, including reflection and restorative work.
- To liaise with parents and carers about progress and work completed.
- To organise student reintegration into main school.
- To work with staff and students to develop strategies for students when returning to lessons.
- To assign mental health and wellbeing support if required.
- To complete all paperwork and record keeping.
- To record data on students.
- To update Bromcom or CPOMS records as required.
- To assess the productiveness of interventions and restorative practice.
- To support in the organisation of managed moves.
- To report to other schools about the progress of their students at Walsall Academy's LINC.
- To maintain high standards of ethics and behaviour and to uphold the Nolan Principles.
- To carry out other reasonable tasks from time to time as directed by the Headteacher.

School Term Time Role

Days/Hours: Monday-Thursday 8.15am-5.00pm
Friday 8.15am-3.45pm
200 days worked per year (190 term time days, plus 5 term time PD Days, plus 5 additional days in negotiation with the Line Manager)