



## **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)