

Post Reference: 2662

Job Title: Link Manager

Academy Name: Leeds City Academy

Grade: SO1 (Actual Salary £29,566 to £31,222)

Hours: 37 Hours per week, term time only plus 10 days

Accountable to: Assistant Principal of Inclusion

JOB DESCRIPTION

Role:

As the Link Manager you will play a vital role in supporting the emotional, social, and academic wellbeing of students. The role involves helping students who are dysregulated or struggling in lessons, delivering targeted interventions, and contributing to a nurturing and inclusive school environment.

In this role you will work closely with teaching staff, pastoral teams, and external agencies to promote positive outcomes for vulnerable pupils.

All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

General Duties and Responsibilities:

Student Support:

- Provide immediate and effective support to students who are dysregulated or emotionally distressed.
- Use de-escalation strategies and trauma-informed practices to help students regulate their emotions.
- Support students with strategies to manage behaviour and emotions inside and outside the classroom.

Intervention Delivery:

- Identify and work with students who are repeatedly missing the same lessons to understand underlying issues and develop solutions.
- Plan and deliver bespoke interventions focusing on emotional regulation, engagement, and classroom readiness.
- Maintain records of interventions and track student progress in collaboration with the SEN and pastoral teams.

Link Centre Management:

- Oversee the day-to-day running of the Link Centre, ensuring it is a calm and supportive environment.
- Maintain a safe and welcoming space for students needing short-term withdrawal or support.
- Provide an overview and evaluation of interventions and usage of the Link Centre to senior leaders.

Health and Safety:

- Act as a Mental Health First Aider, offering initial support and signposting to further services.
- Act as a Physical First Aider, attending to students' basic physical needs in line with school policy.

Pupil Passports and Planning:

- Assist in the development and updating of Pupil Passports in collaboration with SENCO and other staff.
- Contribute to student support plans, including provision mapping and reviews.

Liaison and Communication:

- Work in partnership with parents/carers, external agencies, and school staff to provide consistent and effective support.
- Attend and contribute to meetings concerning student wellbeing and support needs as required.

Other duties:

- Carry out any other duties as directed by the principal commensurate with the general level of responsibility of the post.
- Carry out agreed and reasonable supervisory duties as detailed by the leadership team.
- Participate in meeting with colleagues and parents relative to the post.

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust

**Job Description and
Person Specification**

are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criterion is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

Qualifications		
E	Good Numeracy/literacy skills (GCSE A* - C English and Maths)	A I
E	Experience working with young people in an educational or support setting	A I
D	Evidence of recent and relevant training	A I
E	Trained or willing to be trained as a Mental Health First Aider and Physical First Aider	A I
Knowledge and Experience		
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
D	Knowledge of trauma-informed practice	A I
E	Strong understanding of behaviour management and emotional regulation strategies	A I
E	Knowledge and understanding of the primacy of effective safeguarding in the academy	A I T
E	Willing to carry out all duties having regard to an employee's responsibility under the WRAT Health and Safety Policies	I
E	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	I
E	Demonstration of a high level of motivation and commitment	A I
D	Experience with intervention delivery and small group work	A I
D	Experience supporting students with SEND and SEMH needs	A I

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Skills, Attributes, and Abilities

E	Able to take responsibility and work with autonomy	E
E	Possess strong interpersonal skills and ability to communicate effectively with young people and adults	T I
E	Demonstrate good organisation and personal management skills	T I
E	Able to work successfully with students who demonstrate challenging behaviour	T I
E	Able to use ICT effectively for recording, monitoring, and reporting	A I
E	Able to respect sensitive and confidential work	T I
E	Commitment to own personal development and learning	A I

Behavioural and other characteristics

E	Commitment to continuous improvement	A I
E	Able to carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willing to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Possess personal integrity, warmth, and a willingness to grow and learn.	A I

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