



**HIGHFIELDS  
SCHOOL**

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SIXTH FORM 366

**LEARNING AND INCLUSION CENTRE (LINC) MANAGER**

**Required for September 2026**

**NJC Grade 5 (estimated actual salary £25,824 - £28,985, Pending Pay Award)**

**37 hours per week**

**Term Time Only**

We wish to appoint an enthusiastic individual to join our Inclusion Team to educate and support our most vulnerable students and prevent exclusion.

The successful candidate will be responsible for organising and delivering effective interventions and support, monitoring and reporting on student progress, liaising with parents/carers, and ensuring an effective transition back into mainstream school and lessons.

This is a fantastic opportunity to join a highly valued supportive team.

**As a team we offer:**

- Experienced and supportive colleagues
- A creative and collaborative working environment
- An inclusive team that supports a wide range of students across the school
- Opportunities for personal and professional development
- Excellent working relationships with external organisations to support our young people

**As a school we offer:**

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

**How to Apply**

Please download a copy of the school's Support Staff Application Form from our website (<https://hswv.co.uk/support-staff-vacancies>) and return by email to [recruitment@hswv.co.uk](mailto:recruitment@hswv.co.uk).

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mrs A Bates: Deputy Headteacher, Inclusion and Standards – [abates@hswv.co.uk](mailto:abates@hswv.co.uk)

**Closing date:** Thursday 25<sup>th</sup> June 2026 at 9am

**Interviews:** w/c Monday 29<sup>th</sup> June 2026

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust

website: <https://www.lykos.org.uk/our-trust>



## HIGHFIELDS SCHOOL

### Job Description

<b>Post Title:</b>	<b>Learning and Inclusion Centre (LINC) Manager</b>
<b>Purpose:</b>	To develop, lead and manage the LINC to educate and support our most vulnerable students and prevent exclusion, including: <ul style="list-style-type: none"><li>• Coordinating staff allocated to the LINC.</li><li>• Liaising with teaching staff to ensure all students accessing the LINC follow an appropriate curriculum.</li><li>• Organising and delivering effective interventions and support programmes.</li><li>• Monitoring and reporting student progress.</li><li>• Liaising with parents/carers.</li><li>• Ensuring effective transition back into mainstream school and lessons.</li></ul>
<b>Reporting to:</b>	Designated Safeguarding Lead/ Heads of School
<b>Responsible for:</b>	Staff allocated to the LINC
<b>Liaising with:</b>	Heads of School, SENCO, Form Tutors, Teachers, Teaching Assistants, External Providers, Parents/Carers.
<b>Working Time:</b>	37 hours per week, term time only
<b>Salary/Grade:</b>	Grade 5
<b>Disclosure level:</b>	Enhanced

#### LINC Alternative Provision

- Provide high quality leadership and management of the LINC.
- Coordinate all aspects relating to the operational management of the LINC including referrals and procedures.
- Identify students who need to access the LINC.
- Identify potential barriers to learning and education for specific students and support them to overcome these.
- Effectively manage the behaviour of vulnerable students to prevent exclusion.
- Plan, implement and deliver behavioural support programmes for students, for example anger management, self-esteem, resilience and social skills.
- Maintain regular contact between home and school as appropriate; establishing constructive links with families/carers, exchanging information, keeping them informed and facilitating support for their child.
- Manage and develop resources efficiently and effectively.
- Motivate and encourage students to concentrate and fulfil the tasks set in the LINC.
- Ensure the promotion and reinforcement of students' self-esteem and self-worth.
- Liaise closely and collaborate with external agencies and inclusion staff.
- Liaise with, and provide support for, staff regarding the needs of individual students.
- Liaise with teachers regarding subject specific work and ensure that this is readily available within the LINC.

- Ensure each student within the LINC has the maximum access to all learning activities and differentiate activities when necessary.
- Support students in the LINC with completion of work.
- Monitor and report on individual progress and set targets for improvement on a daily/weekly basis.
- Monitor attendance and curriculum outcomes for students accessing the LINC.
- To provide a system for the accurate recording of attendance, attainment and behaviour to the required standard and ensure that statistical data is readily available for monitoring and evaluation purposes.
- Use data to regularly review the impact of support, interventions and LINC, contributing to the termly Behaviour and Attendance Report.
- Coordinate and support the transition of students back into mainstream lessons and school, ensuring that students, staff and parents/carers are all informed. Continue to support students and staff to ensure transition is effective.
- Attend, chair and contribute to inclusion meetings as appropriate.
- Comply with policies and procedures relating to safeguarding/child protection, health and safety, confidentiality and data protection, reporting all safeguarding concerns via My Concern.

### Communication

- Establish and maintain effective communication with students, parents/carers, and staff.
- To follow agreed policies for communications in the school.

### Quality Assurance and Development

- Contribute to the review and development of support strategies.
- Implement school policies and procedures consistently, especially relating to behaviour, safeguarding, and academic support.
- Participate in training and development activities to enhance professional practice.
- To contribute to the process of Self Review as appropriate.

### Marketing and Liaison

- Take part in marketing and liaison activities such as Open Mornings.
- Attend Parents' and Welcome Evenings as required.

### Other Specific Duties

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
**Headteacher**

Signed: ..... Date:.....  
**Member of staff**



## HIGHFIELDS SCHOOL

### LEARNING AND INCLUSION CENTRE (LINC) MANAGER PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with children in an educational background	✓	
Experience liaising with families and external agencies	✓	
Experience organising and delivering effective interventions and support programmes	✓	
Experience of maintaining accurate records	✓	
Experience of using data to analyse the impact of interventions	✓	
Experience of line management		✓

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Good understanding of child protection policies, procedures and the importance of safeguarding	✓	
Working knowledge of school procedures		✓
An understanding of potential barriers to learning and education for specific students	✓	
Knowledge and understanding of intervention strategies	✓	
Effective verbal and written communication skills	✓	
Ability to motivate students to achieve	✓	
Good time management/organisational skills	✓	
Good listener and empathetic	✓	
Work constructively as part of a team	✓	
Resilient, positive and calm	✓	
Flexible and adaptable approach to people and situations	✓	
Ability to act with sensitivity, discretion and confidentiality	✓	

OTHER	ESSENTIAL	DESIRABLE
A commitment to safeguarding and promoting the welfare of children	✓	
Personal presence and high expectations	✓	
Committed, dedicated and approachable	✓	
Positive outlook and strong work ethic	✓	