

Neatherd High School  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Link Lead
<b>Salary range / job grade:</b>	SCP 12 - 17
<b>Responsible to:</b>	SENDCO
<b>Responsible for:</b>	Management and Development of The Link
<b>Effective Date:</b>	September 2026

**Role and Context**

<p><b>Purpose:</b></p> <p><b>Organisational Relationships:</b></p> <p><b>Principal Accountabilities or Activities:</b></p>	<p>As Link Lead you will be responsible for the management and development of The Link, undertaking the job description of a Teaching Assistant at NVQ 3 level to a higher level of expertise and experience. You will also contribute to the development of strategies and policies and work with greater freedom and initiative.</p> <p>Liaison with pupils, teachers, other support staff, health and education specialists, parents, visitors and volunteers.</p> <ul style="list-style-type: none"> <li>• Support all staff in understanding the needs of SEND students using the LINK.</li> <li>• Assist the SENDCO and deputy SENDCO with data analysis relating to pupils that use the LINK.</li> <li>• Be responsible for recording progress and achievement in the Link and developing a suitable timetable with pupils who use it regularly.</li> <li>• Establish a clear framework for disciplinary matters within the Link and for SEND students.</li> <li>• Take responsibility for organising and managing the appropriate learning environment for the Link.</li> <li>• Lead therapeutic interventions for pupils that use the LINK due to SEMH need (for example ELSA, Thrive or Zones of Regulations).</li> <li>• Report successes and challenges regularly and efficiently to the SENDCO and Deputy SENDCO.</li> </ul> <p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>• Assess the needs of students and use detailed knowledge and specialist skills to support learning.</li> <li>• Offer emotional support to pupils.</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for organising and managing appropriate learning environments and responses.</li> <li>• Responsible for recording progress and achievement in the LINK.</li> <li>• Ensure proactive communication to all professionals in school including Pastoral team, Teachers and Head of Departments.</li> </ul> <p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>• Use ICT effectively for learning activities and developing students' competence and independence in its use.</li> <li>• Able to select and prepare the necessary resources to teach learning activities.</li> </ul>
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<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>
<p><b>General Information and review:</b></p> <ul style="list-style-type: none"> <li>• The job specification details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>	

**Signature:**

**Date:**