



JOB DESCRIPTION	
Post Title: Reset Room Assistant	Scale3: £22,631 - £23,004 Contract: Permanent Term-time only (39 weeks + INSET)
Department: Support Staff	Responsible to: SLT Lead
Role Summary: <ul style="list-style-type: none">• To support the Reset Room provision including delivering curriculum offer and behaviour routines• To support design, implementation and evaluation of the mentoring provision at SPW.	

Key Responsibilities:

Provision

- To support implementation and evaluation of the timetable for the Reset Room provision and Faculty Parked Room
- To support curriculum provision in Faculty Parked and Reset Room minimising lost learning for students.
- To support accurate tracking and analysis of data in order to support implementation of medium and long-term strategic development and reduce repeat referrals.
- To deliver suitable adaptations to meet the needs of key student groups across all rooms e.g. EHCP and other vulnerable groups
- To support the delivery and evaluation of the SPW Assertive Mentoring program for Individual and groups of students
- To support the delivery of the whole school Personal Development program

Behaviour and standards

- To ensure behaviour and standards within the Reset Room and Faculty Parked in line with SPW Behaviour Policy
- To facilitate and support strategies to reduce repeat referrals to provisions
- To support delivery and evaluation of reintegration strategies that reduce repeat referrals.
- Supervise students who have been internally excluded or faculty parked ensuring high standards of behaviour and promote independent learning.
- To support delivery and evaluation of behaviour routines in Reset Room provision and Faculty Parked.
- To provide relevant students with Assertive Mentoring that addresses relevant barriers to learning and engagement



Other

- To communicate effectively in a variety of mediums and in line with SPW professional norms with all stakeholders e.g. Internal/external staff, parents and students
- To uphold and meet the professional norms of SPW.
- Attend and support relevant internal and external meetings
- To work effectively with a wide range of colleagues from different teams to facilitate student progress, behaviour, well-being and attendance
- To ensure that Reset Room Provision and Faculty Parked is equipped and resourced fit for purpose daily, weekly and half termly
- Ensure that the relevant spaces provide a suitable and appropriate learning environment e.g. wall displays
- To support and site supervision dependent on the needs of the school
- To support the co-curricular strategy including offsite visits, activities, trips and attendance to clubs.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

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 and the local authority.

Signed _____
Postholder

Date _____

Signed _____
Head teacher

Date _____



Person Specification

Reset Room Assistant				
Theme	Details	Essential	Desirable	Evidence
Knowledge and experience	1. Understanding of how to lead teams and individuals effectively 2. Understanding of project management Understanding of behaviour management strategies for students at risk of suspension 3. Understanding of Assertive Mentoring programs 4. Experience of working in an educational setting 5. Experience of working within Pastoral care 6.	X X X	 X X X	
Qualifications	1. Degree or high-level equivalent (nonsubject specific) 2. GCSE A* to C in English and Maths	 X	X 	
Skills and aptitudes	1. Functional skills in Microsoft Office and MIS 2. Effective communication skills verbal and written 3. Organisational and time management skills 4. Confident supporting students who display challenging behaviour	X X X X		
Personal traits	1. Ability work well with others 2. Alignment with SPW Professional norms 3. Confident at working under pressure	X X X		
Valuing diversity	1. Committed and aligned to SPW principles of inclusion and diversity	X		
Commitment to learning	1. Commitment to continued professional development and reflective practice	X		