



JOB DESCRIPTION	
Post Title: <p style="text-align: center;">Reset Room Manager</p>	Grade: Scale PO1, Points 28-31 Contract: Permanent Term-time only (39 weeks + INSET)
Department: <p style="text-align: center;">Support Staff</p>	Responsible to: <p style="text-align: center;">SLT Lead</p>
Role Summary: <ul style="list-style-type: none">• To manage all aspects of the Reset Room provision including coordinating curriculum offer, timetable, behaviour routines, management of Reset Room Assistant.• To design, implement and evaluate the mentoring provision at SPW.	

Main responsibilities

Leadership and Management

- To lead and coordinate the Reset Room Assistant through line management and effective support and challenge for professional development and delivery
- To lead and coordinate the Faculty Parked provision at SPW
- To coordinate members of the mentoring team at SPW and provide effective challenge and support for professional development and delivery
- To model the professional norms of SPW
- Design, deliver and evaluate relevant CPD to key stakeholders

Provision

- To design, implement and evaluate the timetable for the Reset Room provision and Faculty Parked Room
- To ensure curriculum provision is robust and aligned with faculty provision to minimise lost learning for students.
- To lead on accurate tracking and analysing of data in order to implement medium and long-term strategic development and reduce repeat referrals.



- To ensure suitable adaptations to meet the needs of key student groups across all rooms e.g., EHCP and other vulnerable groups
- To design, deliver and evaluate 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 have responsibility for 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 design, deliver and evaluate 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 lead on design, 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
- 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
- To support and take part in relevant after school events. For example, parents' evenings and open evenings.
- To organise and support co-curricular strategy including offsite visits, activities, trips, and attendance to clubs.
- To follow and deliver safeguarding policy.
- Ensure that the relevant spaces provide a suitable and appropriate learning environment e.g., wall displays, IT resourcing
- To support site supervision dependent on the needs of the school • To foster the SPW values of inclusion

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 _____ Date _____
 Postholder

Signed _____ Date _____
 Head teacher

Person Specification

Reset Room Manager				
Theme	Details	Essential	Desirable	Evidence
Knowledge and experience	1. Understanding of how to lead teams and individuals effectively	x	X	
	2. Understanding of project management Understanding of behaviour			
	3. Management strategies for students at risk of suspension	X		
	4. Understanding of Assertive		X	
	5. Mentoring programs Experience of working in an educational setting	X		
	6. Experience of working within Pastoral care		X	
Qualifications	1. Degree or high-level equivalent (nonsubject specific)		x	
	2. GCSE A* to C in English and Maths	X		



Skills and aptitudes	<ol style="list-style-type: none"> 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 5. Confidence or willingness to learn to use data effectively 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		
Personal traits	<ol style="list-style-type: none"> 1. Ability to work well with others 2. Alignment with SPW Professional norms 3. Confident at working under pressure 	<p>X</p> <p>X</p> <p>X</p>		
Valuing diversity	<ol style="list-style-type: none"> 1. Committed and aligned to SPW principles of inclusion and diversity 	<p>X</p>		
Commitment to learning	<ol style="list-style-type: none"> 1. Commitment to continued professional development and reflective practice 	<p>X</p>		