



RESET Coordinator

Salary / grade range	SCP 7 - 17 £20,897 - £24,857 TT + 1 week, 37 hours per week
Location	Co-op Academy Grange
Reports to	Assistant Headteacher - Behaviour and Attitudes

Purpose of role:

To co-ordinate the provision placed in RESET unit, both from within Grange and from other schools, maintaining good order and keeping the students on task, using set activities. Lead one to one mentoring for individual students, with a focus on restorative justice and improved behaviour.

Providing support to the college in other ways as required including liaison with other school teams to ensure appropriate work is set for students and the management of short-term placements in other schools.

Key accountabilities (and specific duties / responsibilities):

- Supervision of students placed in the RESET unit.
- Provide high quality one to one student mentoring to develop a strong practice of restorative justice and improved behaviour
- Maintain good order through effective use of reset behaviour protocols.
- Respond to students' questions and generally assist them to undertake set activities.
- Deal with any immediate problems or emergencies using the college's policies and procedures.
- To be the point of contact for other providers to make external behaviour placement bookings from other schools
- To contact other local providers to ensure bookings are made as appropriate for external behaviour placements at other schools
- Report back as appropriate using the agreed referral procedure on the behaviour of students in Isolation.
- Use ICT as appropriate to support students and to ensure effective monitoring of those in RESET.
- Take the register at the beginning of each session and take any necessary steps to alert other staff, parents / carers to absences.



- Undertake other duties connected with the management of students as identified by the Assistant Headteacher.

Any other duties commensurate with the grading of the post as may be reasonably required.

Professional Expectations of Support Staff

- Put students first and their safety foremost.
- Follow Standard Operating Procedures and contribute to their review.
- Work as partners with class teams by taking part in briefings and planning discussions.
- Provide support for classroom colleagues through whole school systems and procedures.
- Liaise with parents and other partners, services and agencies as directed by managers.
- Rigorously apply school policies and ensure procedures are followed.
- Participate in supervision duties.
- Participate in professional development opportunities.
- Contribute to a positive safety culture.

To include the post holder's specific responsibility towards the promotion and practice of safeguarding the welfare of children that they come in to contact with through their job

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Good general education. A*-C in English and Maths or equivalent qualification (e.g., Level 2 in relevant area) or experience • Willing to undertake other appropriate training • Relevant higher-level qualification e.g., NVQ 3 Teaching Assistant, youth or teaching qualification 	D	A/I A/I A/I
Experience <ul style="list-style-type: none"> • Experience of working with young people • Experience of working with other professionals • Knowledge of relevant practices and procedures • Knowledge of methods of behaviour management 		A/I A/I A/I A/I



<ul style="list-style-type: none"> • Demonstrate a commitment to safeguarding and promoting the welfare of children and young people and an expectation of colleagues to do the same • Experience of working within an educational setting • Experience of mentoring young people 	D D	A/I A/I A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Ability to work with challenging young people in a sympathetic and constructive way • Reliable, enthusiastic, ability to work effectively with other adults • Ability to work effectively under pressure with a positive creative attitude • Excellent organisational and communication skills • An understanding of the needs of a multicultural society. • Able to use ICT packages effectively • Knowledge of Health & Safety procedures • Good literacy/numeracy skills • Ability to use relevant technology / ICT effectively • Ability to use relevant equipment/resources 		A/I A/I A/I A/I A/I A/I A/I A/I
Personal Qualities <ul style="list-style-type: none"> • No contra-indications in personal background or criminal record indicating unsuitability to work with children/ young people. (Enhances DBS required). • Must be able to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010. • Ability to cope with the requirements of the post which will include working with pupils who have emotional, behavioural or physical difficulties 		A/I A/I A/I A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.