

The people behind  
the magic.



**HONLEY**  
HIGH SCHOOL



JOIN OUR TEAM

# Internal Exclusion Lead (Reset Manager)

**Salary:** Band F NJC points 16-19. **Full Time:** £29,572 - £31,067. **Actual Salary:** £25,294 - £26,572

**Contract:** Permanent, Term Time plus 3 days

**Hours:** 37 hours Monday to Friday

**Closing Date:** Friday 24<sup>th</sup> January 2025 at 9.00am

**Interview:** to be confirmed

**Start Date:** As soon as your notice period allows



**Together**  
Learning Trust

## THE SCHOOL

# Exceptional opportunities, exceptional outcomes



We are proud of the high quality education we offer at Honley. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are about more than exceptional performance in examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be adaptable, creative and self-disciplined. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is a fantastic place to work and learn and we are always aiming to develop even further. We live by our school motto. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive for the highest' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

**Liz Lord, HEAD OF SCHOOL**



*"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."*

**- PARENT COMMENT**

EXPLORE MORE



[www.honleyhigh.co.uk](http://www.honleyhigh.co.uk)



HonleyHighSchool



@HonleyHighUK



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Internal Exclusion Lead (Reset Manager)

We are seeking someone who is a strong team player, hardworking and enthusiastic to join our excellent pastoral team. The successful candidate will be required to supervise, manage and co-ordinate the availability of learning resources, for students who are in our isolation room, while developing supportive relationships with them, teaching staff and parents.

We are therefore looking for someone who has a range of experience, skills and attributes and are highly motivated to work with our students to enable them to reflect upon and modify their behaviour.

This is an exciting opportunity for someone who wishes to play a significant role in helping students to succeed by improving their behaviour, enabling them to successfully reintegrate into lessons. This role is suited to both a teacher and non-teacher.

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

- Automatic enrolment to the West Yorkshire Pension Fund
- Staff development through appraisal and CPD
- Staff benefits package via vivup including employee assistance program, home and electronics discounts, eyecare vouchers and cycle to work scheme
- Great transport links – Honley Train Station is across the road
- Free onsite car parking
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

### What the role involves in a nutshell:

- Co-ordinating internal isolations, liaising with parents, students and staff as necessary.
- Supervising the Reset room, ensuring that students' behaviour meets our high standards and expectations.
- Providing work and resources that enable students to make progress while in Reset.
- Liaise with teaching staff to facilitate their successful return to lessons.
- Work closely with Heads of Year and the wider pastoral team.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

## JOB DESCRIPTION

# Internal Exclusion Lead (Reset Manager)

<b>Responsible to:</b>	Assistant Headteacher (Pastoral Lead)
<b>Scale/Salary</b>	Grade F (16-19) – 37 hours - term time only plus 3 days
<b>Main Purpose of the role</b>	<p><b>In the role of Reset Manager you will:</b></p> <ul style="list-style-type: none"><li>• Under the direction of senior staff will co-ordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.</li><li>• You will liaise with Heads of Year and Senior Pastoral Leads to provide short term provision for students identified as part of the whole school intervention and support programme.</li></ul>
<b>Main Duties &amp; deliverables</b>	<ul style="list-style-type: none"><li>• Be a first response for everyday student problems.</li><li>• Investigate reported incidents of poor behaviour.</li><li>• Contact parents in informing them of individual students' behaviour, consequences or exclusions as part of effective lines of communication between the academy and home.</li><li>• Liaise with the relevant staff on actions to be taken.</li><li>• Administer appropriate sanctions.</li><li>• Support parents and students in crisis, liaising with identified personnel.</li><li>• Arrange for units of work and/or specific skills development with individual students to be provided.</li><li>• Monitor the behaviour and progress of these students.</li><li>• Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available.</li><li>• Co-ordinate internal isolations liaising with parents, students and staff.</li><li>• Liaise with parents, outside agencies, education welfare and the police regarding confidential/sensitive information and complex issues.</li><li>• Provide information, reports and analysis on student behaviour.</li><li>• Maintain the consequences room to ensure it provides an appropriate environment for students.</li><li>• Promote and safeguard the welfare of children and young people that the post holder has responsibility for or encounter.</li><li>• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Appreciate and support the role of other professionals.</li><li>• Attend and participate in relevant meetings as required.</li><li>• Assist with student needs as appropriate during the school day.</li></ul>
<b>Expected Behaviours</b>	<ul style="list-style-type: none"><li>• Support the ethos, vision, principles and values of the school.</li><li>• Treat colleagues, students and all members of the community with respect and consideration.</li><li>• Treat all students fairly, consistently and without prejudice.</li><li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li><li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li><li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her</li></ul>

	<p>performance and that of other teachers.</p> <ul style="list-style-type: none"> <li>• Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<p><b>Other specific duties</b></p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	





# Internal Exclusion Lead (Reset Manager)

To be assessed through application, reference and interview

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</b>		
Previous experience of working with young people	✓	
Ability to work effectively with children of a relevant age group	✓	
Successful experience working in a school environment		✓
<b>Skills and Abilities</b>		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
<b>Personal Attributes</b>		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Personal Assistant to the Senior Leadership team Nicola Pogmore via [n.pogmore@honley.tlt.school](mailto:n.pogmore@honley.tlt.school)

If you're ready for a new challenge, please apply by completing our application form and returning it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by the closing date.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.