

Job Advert

Job Title: Internal Suspension, Reset & Reintegration Lead

Location: Holy Trinity Church of England School, Crawley, UK

Position Type: Full time - Term time only – 37 hours per week + INSET Monday – Thursday 8.30-4.30 Friday 8.30 – 4.00

Salary: West Sussex Grade 8 plus Crawley Fringe Allowance

Actual Salary: £28,564

Contract Type: Permanent

Start Date: As Soon As Possible

- Are you passionate about working with young people?
- Do you want to work in a vibrant, multi-faith, multicultural school that is founded on mutual trust and respect?
- Are you excited by the prospect of helping complex learners, including those with SEMH and challenging behaviour to have a more successful future?
- Do you want to be part of a collaborative team that is dedicated to raising standards and unlocking the potential of every child?

If so, then we want to hear from you!

About Holy Trinity Church of England Secondary School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibus service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

Our pastoral care is widely recognised as being outstanding. You would be part of a pastoral team helping young people to navigate their educational journey and provide them support to do so.

With every student equipped with their own iPad and a number of data tools to track behaviour, you will have the opportunity to explore innovative approaches to support student engagement and behaviour.

Crawley's rich diversity and multiculturalism make our school an exciting place to work, where every day presents new challenges and rewards. As part of our team, you'll be supported in your professional development and have the opportunity to play a pivotal role in shaping the direction of our school. We are committed to raising standards and unlocking the potential of every child, and we're looking for someone who shares our passion for excellence and innovation.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

We are seeking an Internal Suspension, Reset & Reintegration Lead who is passionate and dedicated to coach and develop positive behaviour in our amazing students, some of whom need extra support and targeted interventions. A previous role in alternative provision, the military or police, or experience of supporting students with SEMH and challenging behaviour, would be useful but is not a requirement. You will be based in our Internal Suspension space – 'Reflection'.

We utilise a therapeutic and solution focussed approach to behaviour at Holy Trinity and here you will support students to reset their behaviour and return to mainstream lessons.

Key Responsibilities:

- Co-ordinate and deliver interventions, behaviour management strategies and facilitate the restorative process in the Reflection Room
- Work with SLT, Year Leads and attendance to identify disengagement and behaviour issues and to implement intervention strategies.

- Help support students in returning to mainstream lessons.
- Liaise with colleagues to ensure suitable work is undertaken by students in the Reflection Room
- Monitor and report on students out of class
- Liaise with parents/carers on behavioural issues, as necessary, under the direction of the Assistant Headteacher (Behaviour and Culture)
- Track and monitor behavior incidents during the school day
- Support the administration of Internal Suspension paperwork under the direction of the Assistant Head (Behaviour and Culture)
- Liaise with parents/carers on behavioural issues

Essential Qualifications and Experience:

- Experience working with secondary age students
- An interest in barriers that affect young people and a restorative/trauma-informed approach to working with children
- Resilience and an ability to remain calm whilst dealing with students who may be dysregulated or present challenging behaviour
- Excellent communication and interpersonal skills.
- An understanding and appreciation of the school's Christian ethos and values.

Why Join Us?

- Be part of a community that values dignity, community, wisdom, and hope.
- Work in a supportive and collaborative environment with opportunities for professional growth.
- Enjoy access to excellent facilities and resources to support your role, including the use of iPads for every student as part of our innovative approach to learning.
- Be at the forefront of our exciting curriculum development, where technology and traditional teaching methods blend seamlessly to enhance the educational experience of every child.
- Make a positive impact on the lives of young people, promoting a genuine love for French and lifelong learning.

How to Apply:

To apply, please complete the application form available on the website, together with a covering letter outlining your suitability for the role. This must be emailed to hr@holytrinitycrawley.org.uk by **9am Tuesday 29th September 2026. Interviews TBC.**

For further information about the role or to arrange a visit, please contact Mr Sheppard – Assistant Headteacher for Behaviour and Culture asheppard@holytrinitycrawley.org.uk

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.