



Exmouth
Community
College
Academy Trust

Job Pack

Reset Room - Lead

Permanent

NJC Grade D (SCP 7 to 12)

Closing Date: 17th September 2024 at 10.00am

Interview Date: To be Confirmed

Job Description

| | |
|----------------------------|--|
| Title: | Reset Room - Lead |
| Contract Type: | Permanent |
| Start Date: | ASAP |
| Grade: | NJC Grade D (SCP 7 to 12) |
| Salary: | £19,860 – actual starting salary per annum Annual progression to top of the Grade D (£21,599 actual salary per annum) |
| Hours: | 36.25 hours per week x 38 weeks of the year (term time only) Monday to Friday 8.15am – 4.00pm (includes a daily 30 minute unpaid break) |
| Reporting to: | To be confirmed |
| Responsibility for: | No line management responsibilities |

Key Responsibilities

- To supervise and provide support for students within the Reset Room, in accordance with the expectations and culture set out by the school, ensuring students can access learning and make outstanding progress.
- To provide a nurturing environment that helps children develop as learners, facilitating a calm and purposeful environment for students who have been unable to sustain appropriate behaviour for learning in their lessons.
- To help establish and maintain positive behaviour strategies and proactively support students to improve their behaviour for learning to prepare them to re-engage with their learning.
- Liaise with Heads of Year to ensure the most vulnerable students are supported to engage in school life.
- Work closely with parents and professionals sharing strategies to support students to remain in lessons, feeding into school based plans.
- Liaise with staff to ensure there is a variety of work programmes for students to ensure their access to learning.
- Implement agreed work programmes and one-to-one support to ensure learning continues.
- Liaise with other schools regarding the use of the Shared Reflection Space.
- Manage communication with parents and carers through use of phone, email and written formats.
- Undertake general clerical/administrative support for the department, including Reset room and detentions.
- Provide data regarding Reset room and detentions, as requested.
- Assist with lunchtime supervision of students when required.
- To contribute to the effective working of the School.
- Maintain positive, professional relationships with students, parents / carers and teachers.
- Maintain a presence around the School to ensure that the highest standards of behaviour and site-usage are upheld.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- Any other duties commensurate to the post.

Working Conditions

- Normal office environment / outdoors – exposure to weather conditions

Physical Demands

- Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

| Attributes | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| 5 GCSE grade passes at C / 4 or above | ✓ | |
| Level 3 – A Levels, Vocational or other post-compulsory qualifications | ✓ | |
| Degree or equivalent | | ✓ |
| Experience | | |
| Experience of working with young people, either in education or another similar setting. | ✓ | |
| Experience of managing situations that may involve de-escalation. | ✓ | |
| Proven success working with young people. | ✓ | |
| Competent use of Microsoft Office software and/or similar tools. | ✓ | |
| Knowledge of good practice in meeting the needs of young people, particularly those who may be vulnerable and/or exhibit challenging attitudes. | ✓ | |
| Experience of working with young people who may find mainstream education challenging. | | ✓ |
| An understanding of the dynamics of working in a secondary school | | ✓ |
| Skills and Knowledge | | |
| The ability to manage and motivate young people whilst ensuring the behaviour management policy is adhered to. | ✓ | |
| To be an outstanding role model for children and colleagues. | ✓ | |
| To embrace the 'warm strict' approach to behaviour management. | ✓ | |
| Confidence to insist on high levels of compliance, but also to have empathy for young people. | ✓ | |
| Strong professional interpersonal communication skills, and the ability to defuse potentially confrontational situations. | ✓ | |
| Creativity to help shape the new systems in the school. | | ✓ |
| Strong organisational skills. | | ✓ |
| The ability to embrace and promote change. | | ✓ |
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| Personal Qualities | | |
| Passionate about supporting young people to exceed their potential. | ✓ | |
| A strong commitment to educational inclusion and diversity. | ✓ | |
| A positive, solution focused approach. | ✓ | |
| Discretion. | ✓ | |
| Excellent timekeeping. | ✓ | |
| Resilience under pressure. | ✓ | |
| A calm, team player. | ✓ | |

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