**Job Title: Reset Room Supervisor**

**Responsible to: The Assistant Headteacher with responsibility for Systems and Standards and the Assistant Headteacher with responsibility for Student Welfare**

**Staff Managed: None**

**Grade: APTC 4 Points 7 - 10**

**JOB PURPOSE**

The core purpose of the role is to manage, organise and run an effective Reset Room and provide support to identified students who need behaviour support and intervention in order to successfully engage them in learning and integration into school life.

Our ideal candidate will:

• Demonstrate excellent communication skills.

• Have previous pastoral experience.

• Excellent interpersonal and organisational skills

• Form strong relationships with students/parents/carers.

• Have the ability to work effectively as part of a team.

**KEY RESPONSIBILITIES**

• Organise, run and manage the Reset Room, ensuring it is organised and resourced each day.

• To operate the day-to-day supervision of the Reset Room and play a significant part in fulfilling this rota.

• To ensure suitable intervention and support is available for students who access the Reset Room.

• Work with, support and champion the needs of an identified group of students to ensure their successful engagement in learning and integration into school life.

• Be a member of the pastoral team supporting selected students in achieving successful outcomes by ensuring they access a full education.

**SPECIFIC RESPONSIBILITIES**

• Manage and oversee a Reset Room programme designed to enable students to reflect on their behaviours.

• Organise reflection sessions with students within the Reset Room.

• Ensure the Reset Room is resourced to provide work that is challenging and motivating to students to ensure a calm working environment.

• Maintain high standards and expectations in line with our school ethos and values.

• Ensure registers are updated and completed daily. Meet and greet identified students daily to set them up for a successful day.

• Ensure all logs are kept up to date and school records reflect this.

• To work in collaboration with other staff members to design and coordinate interventions to support identified students. This will include the Head of Year, SENDCO and DSL.

• Support teaching staff with managing the behaviour of key students.

• To work with families of key students to help engage them with school.

• Liaise and work with external agencies who work with the child to ensure that the school is supporting and complementing this work.

• Know identified student’s SEND needs and which strategies could be used to support the student and their behaviour.

• To be part of the school’s on-call system, supporting staff in dealing with students where necessary.

• To carry out duties around the school at social times, engaging positively with students at these times

*December 2024*

**Hornchurch High School: Reset Room Supervisor - Person Profile**

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| Reset Room Supervisor | Essential E Desirable D |
| Qualifications & Experience |  |
| * Experience of supervising whole groups of students * Educated to GCSE standard or equivalent. * Knowledge of SIMS & CPOMS * Recent experience in a similar post * Know how to monitor data and identify gaps * Understanding processes relating to exclusions * Knowledge of LA School exclusions policy | E E E E E E |
| Skills and Abilities |  |
| * The ability to maintain silence and high expectations in the Reset room, through assertive and positive behavior management. * The experience and ability to deal positively with staff, children, and parents. * Excellent organisational and time management skills. * The ability to manage own time and workload, and work on their own as well as part of a wider team. * Excellent communication and interpersonal skills * Decision making and initiative. * Attention to detail including regarding school procedures and policies. * Good standards of literacy, both verbal and written * Ability to work calmly and effectively under pressure. * Experience of working with multi-agencies * Experience of working with managed move systems and agencies | E  E  E  E  E  E  E  E  E  D  D |
| Other Attributes |  |
| * Alignment to school values and ethos * Ability to establish and develop positive relationships throughout the school * Genuine passion and belief in the potential of every student * Confidentiality and discretion * Common sense and a sense of proportion * Good attendance and punctuality * Professional integrity * Flexibility * Energy and enthusiasm * Enhanced DBS clearance * A commitment to safeguarding the welfare of children * A commitment to equal opportunities | E  E  E  E  E  E  E  E  E  E  E  E |