

RESET MANAGER JOB DESCRIPTION

Post: Reset Manager

Responsible to: Behaviour for Learning Lead

Key Accountabilities:

- To manage the day to day running of Reset ensuring that students are effectively supervised and that high standards of behaviour are achieved.
- Ensure students are aware of the procedures and expectations whilst isolated and when necessary reinforce the reasons for the sanction.
- Responsible for ensuring there is work provided by staff and ensuring that all work is effectively distributed and collected in at the end of each day.
- Responsible for notifying SL of any issues with work provided, either in quality or quantity.
- Communicate set work to students and offer help and guidance as required.
- Develop additional programmes of work for students to complete during Reset in liaison with subject leaders so that student learning is maximised.
- Provide feedback and encouragement to students in relation to their progress whilst in Reset.
- Maintain a calm and positive environment in which students can learn and which is conducive to good behaviour
- Maintain appropriate standards of behaviour in the room in accordance with academy policy.
- Manage the upkeep of the room including signage and ensure that the Reset room is effectively resourced, stocked and maintained.
- Liaise with SLs and HOLs in regards to Reset.
- Record and report on the behaviour and progress of the students in Reset and communicate in a timely way with SLT link any further sanctions or reasonable adjustments in keeping with the behaviour policy.
- Maintain appropriate records on SIMs and report to the relevant staff.
- Promote positive values, attitudes and behaviours to students
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- To liaise with parents/carers where deemed appropriate to reinforce behaviour expectations of the academy.
- To attend meetings specific to Reset and behaviour management strategies and contribute to improving systems and procedures, e.g. appropriateness of work set, amendments to procedures, improvements to learning environment and engagement of students.
- Support student management strategies and policies of the school and undertake additional duties (when no student has been referred) e.g. Oncall, in-class behaviour support, student mentoring.

General:

- To attend academy and relevant wider based training sessions as required or necessary.
- To attend meetings and undertake duties as reasonably directed by the Principal.
- To take an active part in quality assurance and staff development
- opportunities.

Organisation:

- To comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos/work/aims of the Academy.
- To develop positive relationships and communicate with other agencies/professionals.
- To develop constructive relationships and liaison between managers/teaching staff and associate staff.

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open

	<ul style="list-style-type: none"> • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	A minimum of 5 GCSEs including Maths and English grade 9-4 (or equivalent)	X				
	Level 3 safeguarding training or willingness to work toward	X				
	Demonstrable understanding of young peoples’ social, emotional and educational development needs	X				
	Understanding the learning environment in which schools operate including health and social care issues	X				
Experience	Experience of working with children or young people who are vulnerable or disaffected	X				
	Experience of dealing with difficult and challenging behaviour	X				
	Proven track record of effectively managing specific intervention groups or programmes to raise standards in behaviour	X				
	Experience of implementing innovative and creative strategies that enable children to make excellent progress	X				
Skills	Effective behaviour management skills	X				
	Ability to implement successful inclusion strategies for all children	X				
	Ability to work effectively in a team	X				
	Ability to build and maintain effective working relationships with pupils and parents/carers	X				
	Ability to hold difficult conversations confidently and effectively	X				