



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Role Profile

Reset Base Manager

Astrea Academy
Sheffield

ROLE SPECIFICATION

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| Academy / Department | Astrea Academy Sheffield |
| Post title | Reset Base Manager |
| Responsible to | Senior Leadership Team |
| Full time Salary | £34,470 - £36,524 |
| Pro-Rata Actual Salary | £29,744 - £31,516 |
| Working Pattern | 39 Weeks per year (term time + 5 INSET days) |
| Pension | Local government pension |
| Working Hours | 37 hours per week |
| Line Management Responsibility | No |

ROLE SUMMARY

The Reset Base Manager helps to maintain continuity of education for students who are excluded from their usual lessons. He/she seeks to ensure that the work set is understood and completed. He/she supervises students in a manner conducive to high standards of student conduct and learning. He/she works with students to assist with a successful reintegration back into lessons.

Main Duties and Responsibilities

- ★* Supervise students in the reflection room to continue with their work
- ★* where possible, to liaise in advance with Heads of Year to ensure a full understanding of the reasons for a student being placed in the Reflection Room
- ★* Complete relevant paperwork, identifying students who work well and those who underachieve
- ★* Contribute to behaviour management within the Academy to ensure rules are upheld in the Reflection Room, in accordance with Academy policies
- ★* Provide feedback on learning activities
- ★* contribute to, as appropriate, reports on student behaviour management;
- ★* In line with the operational needs of the Academies, undertake other duties, eg exam invigilation or administrative tasks as required
- ★* Attend training or meetings as required
- ★* Have full regard to all aspects of the Academies' Health and Safety policy and secure appropriate practice in those areas for which responsibility is held
- ★* Safeguard and promote the well-being of students and staff in all aspects of the performance of this role
- ★* Follow Child Protection and other agreed procedures, eg relating to the organisation of trips and visits and the ordering of goods
- ★* Undertake such other duties as the Headteacher may reasonably require
- ★* Promotes positive values, attitudes and good student behaviour, dealing promptly with incidents, in line with Academy policy, encouraging students to take responsibility for their own behaviour
- ★* Establishes productive working relationships with students, acting as a role model and setting high expectations of work and behaviour
- ★* Complying with work set and instructions from the class teacher and make

appropriate use of equipment and resources

- ★* Is not normally expected to set or plan work but should be prepared to use their initiative to occupy students if work is not immediately available
- ★* Is expected to be able to deliver instructions clearly so that students are able to understand what is required of them
- ★* To support the team with administering First Aid for students
- ★* Prioritise and manage your own time effectively to balance all the demands made in this role
- ★* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Trust Values
- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★* All employees are required to comply with all Astrea Academy Trust, Statutory and School policies, and their updates, as required by legislation or changed from time to time by the Trust to reflect changing circumstance, and act in accordance with them as necessary
- ★* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ★* This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

| | Essential | Desirable |
|---|------------------|------------------|
| Education and Training | | |
| GCSE Maths & English | | • |
| Willingness to complete any additional training | • | |
| Experience | | |
| Experience of working with children and young people in a variety of situations. | • | |
| Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365 | • | |
| Experience of working with sensitive information and data. | • | |
| Experience of Management Information Systems (experience of using Bromcom) | | • |
| Knowledge | | |
| Excellent numeracy and literacy skills. | • | |
| Professional Skills | | |
| Committed to the safeguarding of children and young people. | • | |
| Ability and enthusiasm to work jointly with the senior leadership team, teachers and support staff. | • | |
| High standards of achievement and professionalism. | • | |
| Ability to communicate effectively, orally and in writing with both adults and young people. | • | |
| Good organisational and planning skills including prioritising tasks effectively and working under pressure when necessary. | • | |
| Ability to work individually, being or as part of a team. | • | |
| Ability to work as part of a team, understanding school/departments' roles and responsibilities. | • | |
| Support the academy uniform policy for students and echo this through professional and business-like mode of dress. | • | |
| Personal Qualities | | |
| Thinking creatively to anticipate and solve problems. | • | |
| A positive attitude. | • | |
| Ability to inspire students. | • | |
| Reliable and punctual. | • | |
| Flexible, adaptable and able to follow instructions. | • | |
| To keep calm and professional at all times. | • | |
| To have good interpersonal skills and value the views of others. | • | |
| Set the highest possible standards through the ways in which we behave, talk to each other and strive for | • | |

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| excellence in all that we do. | | |
| Have the highest expectations of students' behaviour through supporting and upholding the Astrea Way. | • | |
| Able to adapt to changing circumstances and new ideas | • | |
| High level of integrity with an ability to self-evaluate and reflect | • | |

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

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| Disclosure Barring Service Enhanced Check (DBS) | Yes |
| Section 128 (S128) check | No |
| Is this role a Senior Leadership Role with management responsibility for the academy? | |

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org