



Brownhills Ormiston Academy

Job title:	Reset Room Manager
Location:	Brownhills Ormiston Academy, Brownhills
Salary:	OAT Grade 6 Point 20 - 25
Status:	Permanent
Contract:	Academy
Hours:	37 hours a week, 39 weeks per year + training days
Reports to:	Associate Assistant Principal (Behaviour) Director of Safeguarding & Wellbeing (DSL) Vice Principal (Behaviour & Culture)
Disclosure level:	Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.
Safeguarding:	Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding
Purpose of the job:	

- To actively support and promote the school's vision and values.
- To lead and manage the daily operation of the Reset Room in line with the school's behaviour policy.
- To main a calm, purposeful, and well-structured environment at all times for pupils who have been removed from lessons.
- To ensure clear routines, expectations, and boundaries are consistently applied with all pupils.
- To support students to engage in structured conversations that help them reflect, take responsibility, and plan for a positive return to learning.
- To work alongside staff by offering guidance, insight, and resources that support student regulation and wellbeing, alongside maintaining positive and consistent behaviour in classrooms.
- To maintain regular contact with parents and carers to ensure clear lines of communication
- To maintain detailed and accurate record keeping relating to the Reset Room and pupil behaviour.

- To supervise pupils in detentions at breaktime, lunchtime and after school.
- To undertake supervision duties across the school as required.
- To act as a Personal Tutor for groups of pupils if required.

Responsible for:

	Main Duties and Responsibilities
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<p>Targeted support</p>	<p>To lead and manage the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning.</p> <p>To have overall responsibility for the effective operation and day-to-day management of the school Reset Room, ensuring pupils temporarily removed from lessons continue their learning.</p> <p>Effectively track admission to and exit from the Reset Room. Liaise with pastoral and curriculum colleagues to support pupils as required. Refer pupils to the school Inclusion Panel as required. Contribute as a member of the school Inclusion Panel as required.</p> <p>Undertake the assessment of needs of individual pupils. Undertake screening of pupils to support assess individual needs.</p> <p>Responsible for the supervision of individual or small groups of pupils to provide, advice, motivation and support on behaviour and welfare issues. Responsible for groups of pupils 'on report'.</p> <p>Advise senior leadership team in the production and implementation of whole school plans, initiatives and strategies to improve pupil behaviour.</p> <p>Manage a caseload of pupils in improving their behaviour and learning. Act as an assertive mentor to pupils requiring additional support to exhibit positive behaviour for learning.</p> <p>Monitor and evaluate pupil progress, including production of assessment reports.</p> <p>Manage the supervision of pupils removed from lessons or following a different timetable.</p> <p>Ensure the quality of work completed in the Reset Room is of a good standard and allows pupil learning to continue.</p> <p>Support the re-integration of pupils back into school to help prevent future suspensions. Lead suspension re-integration meetings and document this accurately.</p> <p>Work with partner primary schools to ensure smooth transition of pupils between phases.</p> <p>Promote and deliver after school enrichment activities to support the student engagement and wellbeing of vulnerable pupils.</p>
<p>Systems, policies and procedures</p>	<p>Develop and execute systems to lead and manage the Reset Room to ensure an environment conducive to both reflection and ensuring learning continues.</p>

	<p>Develop and execute systems to track trends in pupils removed from lessons and the levels of success in their return to learning.</p> <p>Develop practices to engage parental support in modifying unacceptable pupil behaviour. Adherence to safeguarding requirements as well as health and safety</p>
Team involvement	May manage other support staff that provide support to pupils in and outside the Reset Room and the classroom.
Building professional relationships	<p>Liaise with external agencies to improve pupil behaviour.</p> <p>Liaise with parents/carers of pupils removed from lessons.</p> <p>Liaise with parents/carers of suspended pupils to explain the reasons for suspension and agree a way forward including procedures for a return to learning.</p> <p>Attend parents' evenings, induction evenings and information evenings as required to liaise directly with parents and carers.</p> <p>Provide advice and support to parents/carers of suspended pupils and/or those where there are significant behavioural concerns.</p> <p>Motivate parents/carers and pupils to improve their behaviour/attendance.</p> <p>Liaise with relevant senior leaders with regard to any safeguarding concerns.</p> <p>Liaise with teaching staff to provide particular support to targeted pupils to raise achievement, behaviour and/or attendance and to help pupils to overcome barriers to learning.</p>
Record Keeping and Information Management	<p>Maintain case files of pupils removed from lessons and suspended pupils, recording contact with the pupil and their families and carers.</p> <p>Provide reports on the impact of behaviour intervention strategies and provide feedback on behaviour and attendance statistics.</p>
Problem Solving	<p>Required to interpret complex information and situations and solve difficult problems and develop solutions.</p> <p>Access to line manager for serious problems.</p>
Knowledge, skills and experience	<p>Knowledge and skills equivalent to national qualifications at level 3 plus knowledge of procedures, practices and techniques for behaviour management.</p> <p>IT and keyboard skills.</p>

	<p>Knowledge and compliance with policies and procedures relevant to health and safety and child protection.</p>
Physical demands and working conditions	<p>Normal physical effort with a mixture of sitting, walking and carrying minor loads.</p> <p>Work normally carried out in an office environment.</p> <p>Will be expected to receive training in positive handling.</p>
General	<p>To contribute to the overall ethos, work and aims of the academy.</p> <p>All staff are required to partake in performance management and training activities.</p> <p>Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Maintain confidentiality of information acquired in the course of undertaking duties.</p> <p>Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.</p> <p>Ensure GDPR principles are embedded in normal working practices.</p> <p>Post holders may be required to work flexibly in order to meet the business needs.</p> <p>Appreciate and support the role of other professionals.</p> <p>Participate in training and other learning activities and performance development as required.</p> <p>The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.</p> <p>The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.</p> <p>To work within academy policies and procedures, including the Pupil Behaviour Policy and Safeguarding/Child Protection policies.</p> <p>To contribute to the provision of an effective environment for learning.</p> <p>To support the promotion of positive relationships with peers, staff, parents, families and outside agencies.</p> <p>To care for their own and other people's health and safety.</p> <p>To be aware of the confidential nature of issues.</p>

	<p>Actively participate in performance management, personal development and goal setting.</p> <p>Identify personal training needs and other learning activities as required.</p> <p>Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner.</p> <p>To recognise own strengths, areas of expertise and use these to advise and support others.</p> <p>To be a designated first aider as part of a wider team and undergo any training required.</p> <p>The post holder may be required to undertake other duties that are commensurate to the post holder's abilities, position and grade.</p> <p>The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.</p>
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The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.

Person Specification

Reset Room Manager	Essential	Desirable
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
Qualifications and professional development		
Minimum of 5 GCSEs passes or equivalent including literacy and numeracy	✓	
Relevant professional qualifications or equivalent		✓
DDSL qualification / safeguarding qualification		✓
Experience / Knowledge		
Experience of working with children or young people in a professional setting	✓	

Demonstratable experience as a confident user of MIS and office applications, proven experience of working with high accuracy and attention to detail	✓	
Understanding of the importance of confidentiality and general data protection principles.	✓	
Understanding of safeguarding in a schools	✓	
Experience of working in a school or education setting		✓
Knowledge of pastoral or wellbeing support approached that help children and young people engage		✓
Experience of safeguarding children and young people		✓
Personal Attributes		
Calm, consistent and emotionally resilient, particularly in challenging situations	✓	
Calm and decisive especially during peak periods	✓	
Student focused with a strong commitment to supporting students to succeed and reintegrate into learning		✓
Empathetic and supportive while maintaining appropriate boundaries	✓	
Working with high accuracy and attention to detail including excellent record keeping	✓	
Highly organised and able to multitask effectively including long term and short-term focus	✓	
Strong IT skills including confidence with MIS and office systems	✓	
Proactive and self-motivated	✓	
Ability to work within the policy framework of schools	✓	
Willing to contribute to the wider life of the school	✓	