



ST JOSEPH'S
CATHOLIC HIGH SCHOOL
LIVING • LOVING • LEARNING

Job Description

Post Title: **Reset Room Manager**

Responsible to: Assistant Headteacher

Grade: 9 [SCP 23-24]

Hours: 37 hours per week [Term time plus one week]

Main Purpose:

To will lead the day-to-day operation of the Reset Room. This is our internal provision for students who have not met the school's behaviour expectations. You will work closely with pastoral team, teaching staff, and senior leaders to support students in reflecting, resetting, and reintegrating successfully. The Reset Room Manager plays a vital role in maintaining high standards of student culture across the school. This provision is central to our values and commitment to creating a calm, purposeful learning environment where every pupil can reach their full potential.

Key Responsibilities:

1. Behaviour and Conduct Support

- Supervise and manage students assigned to the Reset Room, ensuring a calm, respectful and structured environment at all times.
 - Uphold and model the highest standards of student culture, uniform, language, and conduct in line with the school's behaviour policy.
 - Ensure students complete meaningful academic work with a strong emphasis on work rate and accountability. Supervise students completing set work, providing support if able, and be responsible for them until their return to their normal timetable
 - Follow up with referring staff where appropriate to ensure consistency of approach.
- Deliver interventions to students who repeatedly end up in the Reset Room to help them break cycles of poor behaviour
- Log behaviour consequences data on school systems
- Jointly supervise detentions with other staff
- Establish good working relationships with students, acting as a role model and setting high expectations

2. Reflection and Reintegration

- Lead structured reflection conversations with students to help them understand the impact of their behaviour and plan for improved conduct.
- Record and monitor patterns of behaviour and liaise with the Heads of Year, and members of the Senior Leadership Team (SLT) as appropriate.
- Support Heads of Year by recording and monitoring patterns of behaviour.

3. Administrative Duties

- Maintain accurate daily logs of students in the Reset Room, including reasons for referral, corrections and any incidents.
- Communicate effectively with Heads of Departments regarding work set (where appropriate) and student progress while in the Reset Room.
- Provide data and reports for SLT to inform strategic interventions.
- Support with inclusion team administration, including but not limited to flagging subject referrals, logging behaviour, processing detention lists, administration of Behaviour Support Plans/Pastoral Support Plans (BSPs/PSPs).

Pastoral and Academic Support

- Build positive, respectful relationships with students while maintaining authority and consistency.
- Working with students to identify any underlying issues contributing to poor behaviour and liaise with the pastoral, SEND, and safeguarding teams.
- Be highly vigilant of any safeguarding concerns and report these promptly to the Designated Safeguarding Lead.
- Ensure students continue their learning in line with curriculum expectations during their time in the RESET Room.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by Senior School Leaders. This job description may be reviewed and amended as necessary through consultation with the post holder.

General School Accountabilities

- Be aware and comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies.
- Be aware of and support difference and endeavor to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall Catholic ethos of the school and the school values.
- Appreciate and support the role of other professionals and wider team members.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning opportunities and in performance management as required.
- Support other departments by arrangement as required.
- Be sufficiently literate and numerate for the role (GCSE grade 4 or above in English and Maths).