



*St Gregory's  
Catholic College  
Bath*



*An education for the whole person*  
Academically, personally and spiritually

Application pack for the post of:

**Reset Room Co-ordinator**

Monday-Friday, 32.5 hours per week, working 8:30-3:20, term time only plus all INSET days.

Applications for flexible working considered.

To start as soon as possible.

Grade 4 SCP 7-10 £19 925 - £20 900 (actual) based on £26 403 - £27 694 FTE

**Closing :** Midnight, Sunday 29 March 2026

**Interviews:** Week commencing 30 March 2026. We reserve the right to interview early.

*In Christ we flourish*

St Gregory's, Catholic College  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)

# Welcome

---

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Reset Room Co-ordinator** at St Gregory's **to start as soon as possible**.

St Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our CSI Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students.

At St Gregory's we inspire and encourage our students to fulfil their potential and flourish. As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at St Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at St Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application. Interviews will be held **week commencing 30 March 2026, although we reserve the right to interview earlier than this date**. If you have any further questions please do not hesitate to contact Mr Darren Jaggon, Assistant Headteacher Pastoral by email at [stgregorys\\_sec@bathnes.gov.uk](mailto:stgregorys_sec@bathnes.gov.uk).

Yours faithfully

Mrs M George  
**Headteacher**

# *Mission Statement*

As an associate Lasallian Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment in the presence of God.

We believe that everyone is gifted and called by God to fulfil some definite service for the common good. We will help our students to discover their vocation in life through quality relationships so that they achieve their full personal, spiritual and academic potential, using their gifts for the greater glory of God.

Mission Statement, approved by the Governing Body

# Reset Room Co-ordinator

<b>Post:</b>	<b>Reset Room Co-ordinator</b>
<b>Start date:</b>	<b>As soon as possible</b>
<b>Contract type:</b>	<b>Permanent, Term time only plus all INSET days</b>
<b>Hours:</b>	<b>32.5 hours per week, Monday – Friday, 8:45am-3:20pm, 20 minute unpaid lunchbreak.</b>
<b>Salary:</b>	<b>Grade 4 SCP 7-10 £19 925 -£20 900 (actual) based on £26 403 - £27 694 FTE</b>
<b>Closing date:</b>	<b>Midnight, Sunday 29 March 2026</b>
<b>Interview date:</b>	<b>Week commencing 30 March 2026. We reserve the right to interview earlier than this date.</b>

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work, but as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

We are seeking a compassionate and consistent individual to coordinate our Reset Room provision. The role requires strong relational skills, emotional intelligence, and the ability to support students to reflect on their behaviour while maintaining clear boundaries and high expectations. As Reset Room Coordinator you will play a key role in helping students regulate, rebuild relationships, and reintegrate positively into learning, contributing to a calm and supportive school culture.

You do not need to have previously worked in a school setting, although we welcome applications from individuals with relevant experience who are seeking a new challenge.

There may be opportunities for further experience and responsibilities in safeguarding.

## **Why you should join St Gregory's:**

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- To join a supportive and friendly team
- A supportive employer that will work with you to meet your working needs
- Access to the Local Government Pension Scheme
- A positive and innovative learning culture where well-being and workload are effectively managed
- A vibrant and dynamic student body that deserves the very best in teaching and support
- Professional support to help you develop your career
- Free Parking
- The opportunity to take an unpaid "career break" after five years of continuous service



*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent

# About St Gregory's

---

St Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. St Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our CSI Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving St Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

# Behaviour for Excellence



# St Gregory's Catholic College at a glance

---

## RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

## English

- English Language
- English Literature
- Literacy and Oracy

## Maths

- Maths
- Computer Science
- Business and Economics

## Science

- Biology
- Chemistry
- Physics

## Performing Arts

- Music
- Dance
- Drama

## Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Teaching and Learning
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Pastoral - Behaviour and Attendance
- Director of Finance and Operations

## PE

- Physical Education

## Careers

- Careers

## Technology

- Food Technology
- Design and Technology

## Art and Photography

- Art
- Photography

## MFL

- French
- Spanish
- Mandarin

## Humanities

- History
- Geography
- Sociology
- Psychology

## Inclusion

- SENCo
- LSAs
- One to one and small group

## Pastoral

- DSL, DDSL (x3)
- Behaviour and Attendance
- Heads of Year
- Alternative provision
- Medical
- Reset Room Co-ordinator

## Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Secretariat

## Facilities and ICT

- ICT
- Facilities



*“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”*

Ofsted.

# Job Description

---

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service including a Children's Barred List Check is required for this post prior to commencement plus other rigorous pre-employment checks.

## Key Areas of Responsibility

### 1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 Coordinate the daily operation of the Reset Room in line with the school's behaviour policy.
- 1.3 Maintain a calm, purposeful, and well-structured environment at all times.
- 1.4 Ensure clear routines, expectations, and boundaries are consistently applied.
- 1.5 Support students to engage in structured conversations that help them reflect, take responsibility, and plan for a positive return to learning.
- 1.6 To work alongside staff by offering guidance, insight, and resources that support student regulation and wellbeing, alongside maintaining positive and consistent behaviour in classrooms.
- 1.7 To act as a tutor if required.

### 2. Key Duties and Responsibilities

- 2.1 Provide a calm, predictable environment that supports students' wellbeing while reinforcing high expectations.
- 2.2 Work directly with students to support reflection, responsibility, and repair relationships.
- 2.3 Facilitate restorative conversations where appropriate to rebuild relationships and trust.
- 2.4 Support students to regulate their emotions and return to a calm, focused state, using consistent and age-appropriate strategies.
- 2.5 Communicate clearly with staff regarding placements, expectations, and return-to-lesson arrangements.
- 2.6 Work closely with pastoral leaders, year teams, and inclusion staff to support students effectively.
- 2.7 Contribute to consistent application of the school's pastoral systems.
- 2.8 Maintain accurate records of Reset Room use, including reasons for placement and outcomes.
- 2.9 Identify patterns or recurring concerns and share these with pastoral leaders.
- 2.10 Support follow-up actions where students require additional intervention.
- 2.11 Create a safe and respectful environment where students feel listened to and supported, while maintaining clear boundaries and expectations.
- 2.12 Be alert to changes in students' emotional wellbeing and share concerns with pastoral or safeguarding staff where appropriate.
- 2.13 Supervise students at other times of the day and to carry out lunch time duties as required.
- 2.14 Deliver and monitor short-term interventions on behalf of disengaged and disaffected students.

2.15 Oversee the effective management of the school rewards system, ensuring rewards are well stocked, distributed consistently, and support a positive school culture.

### 3. Intervention and Support Responsibilities

3.1 Deliver short-term, structured interventions to support students whose behaviour or emotional regulation is impacting their ability to learn.

3.2 Support students who are experiencing emotional or wellbeing difficulties to regulate and re-engage with learning in a calm, adult-led environment.

3.3 Work with students to develop practical strategies that support positive behaviour, self-regulation, and resilience.

3.4 Contribute to agreed support plans for students requiring additional intervention, under the direction of pastoral leaders

3.5 Liaise with year teams, pastoral staff, and other relevant professionals to ensure support is consistent and purposeful.

3.6 Monitor and review the impact of interventions, sharing outcomes and concerns with pastoral leaders.

### 4. Other duties

4.1 Follow Child Protection Policy and the Behaviour for Excellence Policy and procedures.

4.2 Complete administrative tasks as directed by the line manager.

4.3 Attend relevant training.

4.4 Engage with the school's system of performance review.

4.5 Co-ordinate and maintain documentation relating to any student including maintaining data on the SIMS database and Class Charts

4.6 Work closely with the Director of Pastoral Care, Assistant Head Pastoral, Heads of Year, the wider pastoral team and any other relevant personnel and the student to establish an appropriate Early Intervention Strategy.

4.7 Work collaboratively with parents, carers and staff and to attend any relevant meetings.

### 5. Post Dimensions

5.1 Number of staff managed: None

5.2 Departmental budget: None

5.3 Section budget: None

### 6. Physical Effort and Working Environment

6.1 The post is not subject to any physical effort or strain in excess of work in a day to day office environment.

6.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

### 7. Supervision Received

7.1 Supervision received from the Assistant Headteacher: Pastoral.

### 8. Contacts

8.1 Appropriate staff within the school, parents, the Local Authority and outside agencies as and when necessary.

9. Professional Development

9.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

10. Additional Responsibilities

10.1 Promote the school’s ethos and behaviour.

10.2 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

10.3 Perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

11. Safeguarding

11.1 The Governors of St Gregory’s Catholic College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

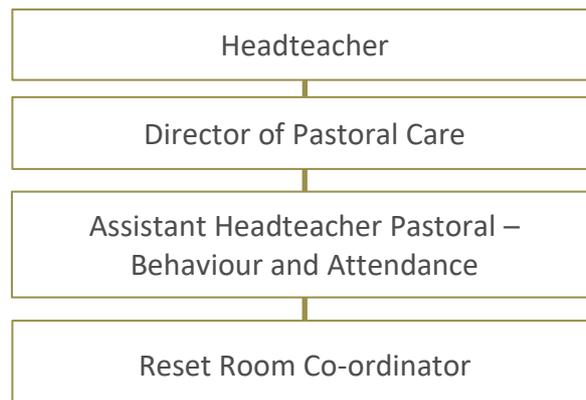
11.2 Uphold safeguarding as everyone’s responsibility; follow reporting and recording procedures rigorously.

12. Special Notes and Conditions

12.1 All employees of St Gregory’s Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

13. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.



# Person Specification

Reset Room Co-ordinator	Essential	Desirable
<b>Safeguarding Children</b>		
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	✓	
<b>Qualifications and professional development</b>		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
DDSL qualification / safeguarding qualification		✓
<b>Experience/Knowledge</b>		
Experience of working with children or young people in a professional setting	✓	
Demonstrable experience as a confident user of MIS and office applications; proven experience of working with high accuracy and attention to detail	✓	
Demonstrable experience of using timely, clear and accurate communication methods with staff/agencies/customers etc; courteous, solutions-focused approach	✓	
Understanding of the importance of confidentiality and general data protection principles	✓	
Understanding of safeguarding in schools	✓	
Experience working in a school or education setting		✓
Knowledge of pastoral or wellbeing support approaches that help children and young people engage		✓
Experience of safeguarding children and young people		✓
<b>Personal Attributes</b>		
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 multi task effectively including long term and short-term focus	✓	
Strong IT skills including confidence in using MIS and Office software	✓	
Proactive and self-motivated	✓	
Ability to work within the policy framework of schools	✓	
Supportive of Christian ethos of school	✓	
Willing to contribute to the wider life of the school	✓	



*“Pastoral care for all members of the community is exemplary and stands as a cornerstone of the school’s identity.”*

Catholic Schools Inspectorate Report



## Why work for us?

---

### An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

# Applications

---

**Closing date:** Midnight, Sunday 29 March 2026

**Interviews:** Week commencing 30 March 2026. We reserve the right to interview earlier than this date.

Applicants are asked to submit their application online via <https://mynewterm.com/> and via <https://www.eteach.com/>.

**We are not currently able to accept postal applications at this time.**

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

Please note that you must have the existing right to work in the UK to apply for this post.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices, and all appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification, overseas certificates of good conduct, and the right to work in the UK. If appointed you would be considered as working in regulated activity.

This post is exempt from the Rehabilitation of Offenders Act. As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, unless they are “protected” convictions or cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure. Shortlisted candidates will be provided with a Rehabilitation of Offenders form to complete.

Failure to disclose any disclosable criminal convictions could lead to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have any disclosable criminal convictions. A referral to the police may also be made.

All staff are expected to undertake comprehensive child protection training and must share in the school’s commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at <https://www.st-gregorys.org.uk/key-information/item/3/safeguarding>.

# *School Creed*

At St. Greg's, we are a family.

We believe in the living presence of God in our school, our community and world.

We are all equal and worthy of dignity and RESPECT in a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our RESPONSIBILITY is to always be kind and caring to all and to be stewards of creation. We all have VIRTUES and are valued and loved in the sight of God. Each of our lives is a gift to be nurtured as we journey together towards our true vocation.

In Christ we Flourish

Amen

Written by the students of St Gregory's Catholic College



*St Gregory's  
Catholic College  
Bath*

*In Christ we flourish*

St Gregory's, Catholic College  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)