



Reset Officer Job Description

Job Details:

Title:	Reset Officer
Reporting to:	Assistant Principal (Behaviour and Attitudes)
Responsible to:	Principal
Hours:	36 per week
Grade:	NJC 12 - 17

Job Purpose

To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.

To run the internal Reset unit within school. Reset is a behavioural provision for students that are working out of mainstream lessons for breaches of the school's behaviour for learning policy.

Students will be placed in the Reset unit by members of the pastoral team. During the period of Reset students are required to engage in a process of reflection on their behaviour choices. They are also expected to follow the curriculum and complete the work set by their class teachers. The Reset Officer will work as part of the pastoral and behaviour teams in maintaining high standards and delivering support for students.

Main Duties and Responsibilities

- To maintain high standards of behaviour and attitudes to learning in the Reset Unit.
- To receive and supervise students working in the Reset Unit and ensure they are focused on the work set by their teachers.
- To deliver restorative Reset programme to students where appropriate.
- To utilise dedicated time out of Reset to support and monitor young people who have spent time in Reset on repeated occasions (working with staff, parents / carers and external agencies).
- To liaise with relevant staff to gather student information around the reason for Reset.
- To maintain accurate records of students attending the Reset Unit and the work completed.



Our Mission – Our school aims to provide a quality education in a caring community based on values of **respect, responsibility** and **resilience** and a relentless pursuit of excellence in all that we do.

- Ensure that work completed by students is passed to the correct staff for marking, feedback and next steps.
- Complete reports and feedback on student conduct and attitude in RESET.
- To ensure students are ready to reintegrate to the main school after the sanction is complete.
- To attend pastoral team meetings and contribute to the effective running of the pastoral system.
- To manage the upkeep of the unit including signage and ensure that the unit is effectively resourced, stocked and maintained.
- Contribute to the school's duty team within RESET or in the wider school
- To be aware of and apply school procedures and policies.
- Administrative tasks as directed by Senior Leadership and the pastoral team.
- To liaise and consult with Assistant Principal (Behaviour & Attitudes), the pastoral team, Curriculum Leaders and SENDCo
- To follow all school policies.

General requirements:

- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.



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This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 08/06/2026

Name of post holder:

Signature of post holder:

Signature of Principal:

Date:.....