

Fowey River Academy

Windmill - Fowey - Cornwall - PL231HE

Headteacher: Ben Eddy - B Ed (Hons)



RESET Room Supervisor

APPLICATION PACK

Closing Date: Noon Friday 12th December 2025

Interview Date: w/c 15th December 2025

Start Date: January 2026

Welcome

Dear Applicant,

Thank you for your interest in this post. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become the school of choice in the local area.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills and ability to relate well to young people and their learning.

Applicants must be able to work in a team environment, as we are a collaborative and supportive staff team.

This is a term time only position so the successful post holder will benefit from the school holidays.

We are part of the Leading Edge Academies Partnership Multi Academy Trust. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the Trust's website, www.leadingedgeacademies.org.

We firmly believe in the idea that everyone is capable of excellence - the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

We are all empowered to make a difference in terms of the academy's ability to address its core purpose. We encourage creative thinking to challenge and inspire both students and staff alike.

If this excites you and you want to work hard with us, then we would love to hear from you.

Yours faithfully



Mr B Eddy
Headteacher

Notes to Applicant

Dear Applicant,

Application

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at cgrist@fracademy.org (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy
Windmill
Fowey
PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

Job Description

Post Title:	RESET room Supervisor
Purpose:	The RESET Room Supervisor oversees the operation of the RESET Room, ensuring that students placed in RESET follow school rules and complete their assigned academic work. The role involves maintaining a calm, orderly, and structured environment, promoting positive behaviour, and supporting students to reflect on their actions, enabling them to reintegrate into the school community successfully.
Reporting to:	Assistant Headteacher for Behaviour
Liaising with:	All academy staff
Working time:	37.5 hrs/week Term-time only plus 5 INSET days
Salary/Grade:	Grade G - £26,228 to £30,615 (pro-rata)
Disclosure level:	Enhanced

Key Responsibilities:

Supervision and Management:

- Supervise students who have been assigned to RESET for behaviour-related reasons.
- Ensure that students adhere to the rules and expectations of the RESET room, including maintaining a quiet and focused atmosphere.
- Manage and de-escalate situations where students display challenging behaviour, using appropriate strategies.

Academic Support:

- Ensure that students have access to the necessary learning resources to continue their learning during their time in RESET.
- Monitor the completion of work and provide support where necessary, ensuring students remain engaged in their learning.

Behaviour and Reflection:

- Provide opportunities for students to reflect on their behaviour and the consequences of their actions.
- Facilitate restorative conversations or reflection exercises to help students understand the impact of their behaviour and how to improve moving forward.
- Encourage students to develop better coping strategies and improve their behaviour through positive reinforcement.

Record Keeping and Reporting:

- Maintain accurate and up-to-date records of students attending the RESET room, including reasons for isolation, length of stay, and any incidents that occur.
- Provide regular reports to the Assistant Headteacher of Behaviour or Pastoral Team regarding student progress and any concerns.

Collaboration and Communication:

- Work closely with the Pastoral Team, SENCO, and SLT to support the overall behaviour management strategy within the school.
- Communicate regularly with teachers to ensure that students receive appropriate academic work and support.
- Where necessary, communicate with parents or guardians to provide updates on student progress and behaviour during their time in RESET.

Restorative Practice and Reintegration:

- Support the reintegration of students back into the classroom by working with the behaviour team to set clear expectations and action plans for improvement.
- Use restorative practices to help students build positive relationships with staff and peers.

Personal Attributes:

- A commitment to promoting positive behaviour and student well-being.
- A calm and authoritative presence, capable of managing potentially challenging situations with confidence.
- An understanding of the need for confidentiality and professionalism when dealing with sensitive student information.
- Ability to work both independently and as part of a team to achieve behaviour management goals.

Working Conditions:

- Full-time role based within a school environment.
- May involve working with students exhibiting a wide range of challenging behaviours.
- The role requires patience, resilience, and a firm but fair approach to discipline.

Other Specific Duties

- To adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Trust's and Academy's corporate policies.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

* Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher. This job description may be amended in consultation with the postholder.