



Thirsk School
& Sixth Form College

Educating today, preparing for tomorrow
www.thirskschool.org

EDUCATING TODAY, PREPARING FOR TOMORROW
"A good school" Ofsted February 2022

Applicant Information Pack 2025-26

Reset Room Coordinator

Required as soon as possible

11-18 MIXED COMPREHENSIVE SCHOOL
1036 STUDENTS INCLUDING 144 IN SIXTH FORM COLLEGE

www.thirskschool.org



www.facebook.com/BeMoreThirsk



[bemorethirsk](https://www.instagram.com/bemorethirsk)

An introductory note from Miss Emma Lambden the Headteacher

TOGETHERNESS

HONESTY

INCLUSIVITY

RESPECT

SUPPORT

KINDNESS



01845 522024



thirskschool@thirskschool.org



Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ

Headteacher: Emma Lambden



Dear Applicant,

We are delighted that you are interested in joining us here at Thirsk School & Sixth Form College. We are pleased that you are interested in both the post and becoming part of our community. I hope that what we can offer you inspires you to apply. We do appreciate that applying for a post is a time-consuming process and would like to do whatever we can to help; please do look at our website and do not hesitate to get in touch should you require more information or wish to arrange a visit to the school.

We are a school which is constantly seeking ways to further improve, and we pride ourselves on our focus in putting people at the heart of what we do, both students and staff. There is a strong sense of collegiality amongst staff and Thirsk is a fantastic place to come and work. We were very pleased to continue to be a good school following Ofsted's visit in February 2022, but we have much to do to push us on to the next phase of being consistently excellent. We hope that, with your skills, experience, and ambition, you will become a part of achieving this aim.

We will offer you:

- Great students, "A feature of the school is the friendly and warm relationships between the staff and pupils. This ensures that pupils behave well and apply themselves. There is a calm and settled atmosphere", Ofsted report 2022.
- Great colleagues who go the extra mile for our students, "The school has added more staffing to support pupils' pastoral needs. This means the staff know the pupils well. Safeguarding leaders have particularly detailed knowledge of the most vulnerable pupils", Ofsted report 2022.
- Innovative professional development both within school and as part of the Red Kite Learning Alliance, Leeds Learning Alliance and other professional networks.
- An opportunity to access leadership training and development.
- A very supportive leadership team who all teach and have an open-door approach.
- A school that has clear ambition expressed in its strategic plan and fully supported by its Governing Board.

If this interests you, we'd love to hear from you! Please complete the application form and write a letter of no more than two sides of A4. You should outline:-

- Your values and principles, with examples of how they have underpinned your work, with evidence of impact
- Your philosophy regarding education with evidence of impact





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- What experiences you feel will enable you take up this post successfully

Please email your application to andrew.rickard@thirskschool.org. Alternatively, your application can be sent to us by post. Also, please ensure that you have identified in your application when you would be available to commence employment with us.

Closing Date: 9am on Monday 13th April 2026 although we reserve the right to close our application process early if we get a strong response to this advert.

Interviews will take place on Wednesday 15th April 2026.

I know from my own experience that applying for a post is an intensive process and, if you do choose to apply, I am grateful for the efforts that this will require of you. I look forward to receiving your application.

Best wishes and good luck.

Emma Lambden

E Lambden

Headteacher



**Thirsk - the
Heart of North**

Yorkshire

A great place to live, learn and work

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As a market town serving the heart of North Yorkshire, it has all the facilities you might expect from a larger town, but with an intimacy and sense of community. The town itself has a traditional marketplace, banks, shops, supermarkets, pubs and restaurants, medical facilities, primary schools, and childcare providers.

Culture

There is a unique community run cinema in Thirsk which is small and characterful but has all the latest releases along with more unusual productions. The arts scene is complemented by several galleries and Thirsk is the home to North Yorkshire's Rural Arts Centre which promotes exhibitions, workshops, and classes in a variety of the arts. Thirsk is also the home of the nationally recognised Herriot Museum, and this reflects its traditional roots as the centre of the agricultural community. Local history is well promoted with information boards linking walks around the town. Additionally, Thirsk remains the centre of the hand-made furniture industry with several nationally renowned brands, each with distinctive carved trademarks. Some showrooms have workshop tours and cafes.

Sport

Sporting interests are facilitated by a local leisure centre with swimming pool, newly expanded and upgraded gym and other facilities. The local running club, Thirsk and Sowerby Harriers, meets at the school twice a week. There are thriving local clubs -Thirsk Hockey Club, and Thirsk Falcons Football Club run a full spectrum of junior and senior teams for both genders. There is a rich tradition in rugby and cricket with clubs based in the town and many local football and cricket teams in the local villages. A squash club and a golf club lie on the town's fringes along with Thirsk Racecourse. A fantastic development has been the establishment of the Sowerby Sports Village on the school's doorstep; this developing facility provides for a variety of clubs and individuals offering a measured kilometre track that attracts runners, cyclists, and walkers.

Leisure

Thirsk lies between two National Parks, The Yorkshire Dales, and the North Yorkshire Moors, which are easily accessible and provide wonderful walking, mountain biking, fell running and bird-watching opportunities. The hosting of the Tour de France in 2014 elevated the cycling tradition in the area and the school has previously hosted the London to Edinburgh cycle venture. North Yorkshire's stunning coast is within easy reach offering

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wild and dramatic cliffs, beautiful fishing villages and traditional seaside resorts along the bracing North Sea coast.

Housing and Transport

There is a variety of housing available in the area from more traditional market town houses, and local village cottages, family houses, apartments, and terraced properties. The Sowerby Gateway development on the southern fringe of the town offers a wide range of housing on a modern estate. Fantastic transport links via the A1(M), A19, A61 and the mainline railway running from London to Edinburgh enhance Thirsk as a great place to locate. Many staff members live within the school's catchment and send their children to our neighbouring primary schools or to our school, whilst others choose to live in York, Harrogate, Ripon, Northallerton and Teesside.



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Advert

Reset Room Coordinator

30 hpw Term Time Only

Grade E 6-9 (£18,267 - £19,156)

Required as soon as possible

As RESET Room Coordinator, you will be responsible for coordinating the implementation and delivery of Thirsk School's RESET Room as part of the behaviour management system; ultimately contributing to a reduction in the number of students returning to isolation and being suspended from school.

You will work to ensure that high expectations of behaviour and a productive work environment are maintained, maximising the academic and personal achievement of all students whilst they are internally excluded.

You will be supported in this role by a team of people including Heads of School, Heads of Year and our Senior Leadership team.

Our ambitious school is based in the easily accessible market town of Thirsk (recently declared one of the best places to live in England) which lies very close to the A1(M), A19 and mainline rail links, between two beautiful National Parks.

Closing date for applications is **9am on Monday 13th April 2026**, with interviews to take place on **Wednesday 15th April 2026**. Candidates who are shortlisted for interview will be informed on Tuesday 24th February. We are aware that the interview date falls within the half-term break for schools in some areas of the country. If this applies to you and this means you are unavailable to attend an interview on our planned date of Thursday 26th February, we would welcome your application anyway and, if shortlisted, we would contact you to discuss alternative possibilities for interview.

Further details of the school, the post and a downloadable application form are available from our website: www.thirskschool.org

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Completed application forms should be returned to andrew.rickard@thirskschool.org

Please note that CVs will not be accepted.

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children and approved references.

TOGETHERNESS HONESTY INCLUSIVITY RESPECT SUPPORT KINDNESS



Benefits of working at Thirsk School & Sixth Form College

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

As an employee of Thirsk School & Sixth Form College you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) the school also pays into the scheme on your behalf.

Staff benefits platform



Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

Financial Wellbeing – Mental Wellbeing – Physical Wellbeing



A confidential support service for employees and their immediate family members. A FREE 24 hour personal support service. Your call will always be answered by a qualified and experienced counsellor who will offer support in a professional, friendly and non-judgemental manner.



MyView is a self-service facility and can be accessed via your PC or via an app on your mobile. Within MyView, you can access and change your personal details, view payslips online, P60s, input and view expense and timesheet claims.



JOB DESCRIPTION

POST:	Reset Room Coordinator
GRADE:	Grade E
RESPONSIBLE TO:	Heads of School
RESPONSIBLE FOR:	None
JOB PURPOSE:	<ul style="list-style-type: none">• As RESET Room Coordinator, you will be responsible for coordinating the implementation and delivery of Thirsk School's RESET Room as part of the behaviour management system; ultimately contributing to a reduction in the number of students returning to isolation and being suspended from school.• You will work to ensure that high expectations of behaviour and a productive work environment are maintained, maximising the academic and personal achievement of all students whilst they are internally excluded.• You will be supported in this role by a team of people including Heads of School, Heads of Year and our Senior Leadership team.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	



Supporting student well-being, behaviour and learning

- To manage and be present to support and maintain the day to day running of the RESET Room, ensuring students are effectively supervised.
- To maintain a calm and positive environment, which is conducive to good behaviour and purposeful learning, contributing to the reduction of suspensions.
- To communicate with parents/carers following a period of isolation and keep them informed of barriers that might affect progress.
- To ensure that all students have a safe environment in which they can learn, following up on any concerns highlighted.
- Challenge any evidence of damage or vandalism and implement the necessary sanction in accordance with school policy.
- To assist in the implementation of the school's Behaviour for Learning Policy so that effective learning can take place.
- Promote strategies to encourage and support positive attitudes to behaviour and provide information and advice to enable students to make positive choices about their own behaviour.
- Work in partnership with the wider pastoral team to develop restorative practices to improve behaviour and relationships.
- Ensure students are provided with appropriate work and complete it to a high standard so that high expectations for students learning are maintained.
- Notify Heads of Year and members of SLT of any issues relating to the work provided, either in quantity or quality.
- Work with school staff and external agencies as appropriate, to participate in the comprehensive assessment of students to identify those in need of extra help to overcome barriers to learning.
- Work closely with the SENDCO, Pastoral team, Heads of Year, the Attendance Team and teaching staff on the effective management of students in the RESET Room.
- Provide feedback and encouragement to students in relation to their progress whilst in the RESET Room.
- To ensure that opportunities to celebrate progress, no matter how small, are in place and utilised.
- Undertake appropriate training related to safeguarding and pastoral care and ensure that the pastoral care and safeguarding of students are paramount.



	<ul style="list-style-type: none"> • Have detailed knowledge and understanding of the support available to students in the RESET Room. • To liaise with the Pastoral Team in analysing and evaluating pastoral data so that appropriate interventions can be made with identified students. • To attend meetings specific to the RESET Room and behaviour management strategies and pro-actively contribute to improving systems and procedures. • Contribute and, where appropriate, lead on matters of administration for isolated students. • To record and report on the behaviour and conduct in the RESET Room, maintaining up to date records, using the school's centralised system. • To ensure that RESET records are kept up to date and monitored to ensure students complete the correct sanction for the correct amount of time. • To ensure that the resources in the RESET room are maintained. • To support behaviour management strategies and policies of the school and undertake additional duties e.g. on - call / break duties, when there are no student referrals. • To handle and process information with discretion and confidentiality ensuring that GDPR and Data Protection is always adhered to. • Be an effective role model for the standards expected of students. • To support the Fire / Evacuation Policy and Procedures by carrying out allocated duties.
Communication	<ul style="list-style-type: none"> • To contact parents on a range of issues and act as a point of first contact for parents and carers • To establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies/professionals • To initiate appropriate and effective communication with professionals, forging and sustaining relationships across agencies
Sharing Information	<ul style="list-style-type: none"> • To record on the management information system student successes and incidents of inappropriate behaviour • To use the school management information system to access and input data • To participate in meetings with other staff, external professionals and parents regarding students, in a support



	<p>capacity to senior pastoral staff, who will normally lead on such matters</p> <ul style="list-style-type: none">• To assist in the induction and development of classroom support staff, cascading information and good practice• To pay due regard to professional boundaries, maintaining appropriate levels of confidentiality• To participate in staff meetings• To share information confidentially about students with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none">• To be responsible for promoting and safeguarding the welfare of students in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none">• To undertake routine clerical duties as required• To support the use of ICT and adhere to relevant policies• To participate in appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none">• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality



Health and Safety	<ul style="list-style-type: none">• To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure• To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none">• To promote inclusion and acceptance of all students• To work, within own area of responsibility, in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none">• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none">• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue	Feb 2026



PERSON SPECIFICATION

Reset Room Coordinator

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Good understanding of child/ young people's development and learning processes• Understanding of individual children and young people's needs• An understanding that children/young people have differing needs and knowledge of inclusive practice• A clear understanding of the factors that lead to educational disaffection• Knowledge and understanding of strategies to remove the barriers to learning	<ul style="list-style-type: none">• Knowledge of Behaviour Management techniques• Knowledge of Child Protection policies & Procedures• Knowledge of Health & Safety legislation•
Experience <ul style="list-style-type: none">• Appropriate experience working with children in an education or other relevant setting• Experience of carrying out a role that involved behaviour support, restorative measures and incident de-escalation• Experience of working with external partners and maintaining positive working relationships• Experience of using general software systems, which includes Microsoft Word and Excel etc• Proven experience of working calmly under pressure• Experience of assisting others with their learning	<ul style="list-style-type: none">• Experience in other relevant skills• Experience of delivering evidence-based interventions that improve engagement, attendance and behaviour• Experience of working within a school setting• Experience of working with outside agencies, including social services, police, councillors and medical services



Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none">• Experience of assisting people in crisis	
<p>Personal Qualities</p> <ul style="list-style-type: none">• Demonstrable interpersonal skills• Empathetic towards student's needs• Able to exercise judgement• Confidentiality• Flexibility• A good sense of humour and perspective• To be a person of integrity• Excellent interpersonal and customer service skills• Strong listening and intervention skills• The ability to remain calm and always uphold a professional manner• The ability to manage the emotional demands of working with young people who have a range of behavioural, social and emotional needs• The ability to communicate effectively with member of staff, students and their families• The ability to work independently and as part of a team• Good organisational and prioritisation skills• The ability to have patience, resilience, tolerance, positivity and a general understanding of the difficulties that some young people may encounter in the school and home life• The ability to find creative and imaginative solutions to problems	



Occupational Skills <ul style="list-style-type: none">• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers• Behaviour management	<ul style="list-style-type: none">• Demonstrable ICT skills and ability to use them as part of the learning process, or the ability to develop ICT skills in a reasonable timeframe
Qualifications <ul style="list-style-type: none">• Literacy and numeracy up to Level 2 (equivalent to GCSE C/4 or above)	<ul style="list-style-type: none">• Relevant NVQ Level 3 equivalent or above• First aid training
Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance• To be committed to the school's policies and ethos• To be committed to Continuing Professional Development• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes• Ability to use authority and maintaining discipline• An empathy for equality & diversity• Willingness to participate in relevant training and development opportunities offered• Ability to attend occasional events out of school hours / evenings	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.