

ALDERSLEY HIGH SCHOOL JOB DESCRIPTION



POST: Refocus Manager

SCALE: Grade 6

REPORTING TO: Assistant Headteacher - Pastoral

Key responsibilities:

- To lead our Success Centre Refocus provision for students who need additional support to be able to meet school expectations in mainstream lessons, with a focus on restorative practice
- Provide and co-ordinate support and interventions for our students who are presenting behaviours that consistently fall outside of our Behaviour policy.
- Liaise with the wider pastoral team to support the record-keeping and tracking of use of the Refocus facility
- Support the management of internal suspensions to work to significantly reduce external suspensions

Main Purpose:

- a. Be responsible for the day-to-day operation of the Success Centre by ensuring specific provision is in place to support individual students.
- b. Primarily run the main Refocus Room within the Success Centre, and ensure high standards of behaviour and compliance are maintained.
- c. To work closely with staff to support the transition of students back into mainstream lessons to allow them to be successful.

Job responsibilities:

- To ensure the intervention offer is suitable for all students accessing the provision and liaise with teaching staff to ensure students accessing the Centre complete academic work in line with their peers
- To support the delivery and follow the intervention mapping for all students who access Refocus in the Success Centre.
- To help co-ordinate the record keeping within the Centre and work with the wider pastoral team
- To communicate regularly with students and staff about the support individual students require.
- To lead interventions for our students who require additional support.
- Implement agreed learning activities and teaching programmes.
- To be the point of contact for host students who are joining us on a short-term placement in the Refocus room.
- Use Inclusion Manager regularly to ensure student files are updated as needed.
- To complete any other responsible request from the Assistant Headteacher, Deputy Headteacher and Headteacher to support staff or students.

Professional Responsibilities:

- To undertake supervisory duties before school, at break or after school as required within working hours
- To attend centre and other school meetings as required within working hours.
- To contribute to the culture and ethos of the School and to support others in maintaining the school policies, including good health, safety and well-being practice.
- To maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, other staff, parents/carers, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.

- To participate in appropriate meetings with colleagues and parents/carers in relation to the above duties.
- To carry out any reasonable duties as determined by the Head teacher.
- To deliver CPD to staff as required.
- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 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.

Person Specification – Refocus Manager

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> - Competent in the use of ICT - Experience of working with young people or in an educational setting 	<ul style="list-style-type: none"> - Experience of using Data Systems, Excel, Word
Knowledge & Skills	<ul style="list-style-type: none"> - Ability to prioritise and manage workload - Excellent organisation skills - High levels of accuracy and attention to detail - Ability to build and maintain effective relationships and work as part of a team - Excellent communication skills with young people and adults - Ability to remain calm under pressure and when challenged by students - Ability to work independently, use initiative, and respond flexibly to changing priorities - Understanding of confidentiality and data protection in a school environment 	
Professional Qualities	<ul style="list-style-type: none"> - Highly motivated - Commitment to own professional development and ability to identify training needs - Commitment to safeguarding and promoting the welfare of children and young people - Commitment to promoting equality, diversity, and inclusion - Demonstrates tact, diplomacy, and discretion when handling sensitive situations 	