



Job Description

Role	Refocus room supervisor	School/Department	Maiden Erlegh School in Reading
Grade	Grade 5, spinal points 12 to 17	Reports to	Inclusion Manager
Job evaluation code	MER053	Date of evaluation	March 2023
Purpose	<ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and supportive environment, in accordance with the behaviour policy, in the Refocus room. • Work with the wider staff body to ensure that learning continues in the Refocus Room, that work is completed to a high standard and that students make progress. • To support students to get back to lessons as quickly as possible. 		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	students, staff, parents, Local Authority, and other external agencies	None	None
Key accountabilities	<ul style="list-style-type: none"> • To work with the Inclusion manager, with the support of the SENCO, to ensure the effective functioning of the Refocus room and the service that it provides, including ensuring that students are set and complete work to a high standard. • To monitor the progress of students in the Refocus room. • To play an integral role in the development of processes and procedures to enhance the delivery of the provision in the Refocus room in order to meet the needs of the school, liaising with the Inclusion manager and other key colleagues. • To play a substantial role in supporting students who display challenging behaviour in managing and improving their conduct and in getting them back to lessons. 		
Main duties and responsibilities	<p>To play a key role in:</p> <ul style="list-style-type: none"> • The supervision and use of the Refocus room as an integral part of the Behaviour Management system within the school. • Maintaining appropriate standards of behaviour in the Refocus room in accordance with the school's policies. • Maintaining accurate records and updating the relevant databases with information regarding Internal Exclusion. • Liaising with the Safeguarding and SEN Teams and other relevant stakeholders to trigger relevant interventions. • Developing restorative practices in an attempt to modify and improve behaviour and improve relationships between students and staff. • Supporting students by challenging and motivating them to promote and reinforce high levels of self-esteem. • Liaising with colleagues to ensure students in the Refocus Room are provided with appropriate and sufficient work in a timely manner and that completed work is conveyed to relevant staff. • Liaising with parents/carers to ensure an understanding of the severity of any incident resulting in the sanction of being put in the Refocus Room and its place within the Behaviour Management System. • Ensuring that students and parents understand the standards of behaviour required in the Refocus Room and the consequences of not meeting those standards. • Initiating activities within the Refocus Room which ensures students have a sound understanding of their actions and the consequences of their actions. • Promoting the inclusion and acceptance of all students. • Assessing the needs of students and using detailed knowledge and specialist skills to support and develop students' behaviours for learning. • Providing information and advice to enable students to make choices about their own learning and behaviour. 		



	<ul style="list-style-type: none">• Arranging for resources to support learning and overseeing the appropriate use of learning resources and ICT.• Supervising students at breaks and lunchtimes, ensuring that they have no contact with students working within the mainstream environment.• Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.
Other requirements and responsibilities	Level of DBS required: Enhanced with Children’s Barring list
Structure chart	<pre>graph TD; A[Inclusion Manager] --- B[Refocus Room Supervisor];</pre>



Person Specification

Role	Refocus Room Supervisor	School/Department	Maiden Erlegh School in Reading
Grade	Grade 5	Job evaluation code	MER053
Qualifications, training and education	<ul style="list-style-type: none"> • GCSE grade C or higher (or equivalent) in Maths and English. • Relevant training for working with young people aged between 11 – 16. • Evidence of training and/or qualifications which reflect appropriate communication / educational skills e.g. NVQ Level 3 or equivalent. 		
Experience	<ul style="list-style-type: none"> • Experience of working with young people aged 11 – 16. • Proven track record of successfully working with disaffected young people. • Experience of working in a secondary school setting. • Experience of assisting students with their learning. • Knowledge of MIS packages an advantage, but not essential. 		
Skills and abilities	<ul style="list-style-type: none"> • Good research and planning skills. • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information. • A clear understanding of the factors which lead to educational disaffection in young people. • Knowledge and understanding of strategies to remove barriers to learning in young people. • Knowledge of the range of additional support/agencies available for students • Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life. • Confidentiality, reliability, tact, diplomacy, and sensitivity are paramount to this post. • Good organisation skills – able to prioritise workload. • The ability to liaise with and gain the confidence of all school staff. • Ability to identify stakeholders’ needs quickly and deal with queries. • Able to work independently but also as part of a team. • Excellent communication skills. • Excellent Microsoft office skills- word, excel, outlook. • Flexible approach to working and commitment to on-going service and personal development. 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	