



Woolwich Polytechnic
School for Girls



Refocus and Reset Manager

Report to: Assistant Head in charge of Pastoral Care

Hours: Term time 8.30 to 4.30

Responsible for:

- Managing the Refocus Room for students to enable them to reflect on their behaviour/attitude to encourage students to learn from their mistakes.
- Overseeing the running and organisation of Resets each day

Liaising with:

Heads of Department, Heads of Year, Senior Leadership Team, Learning Support, the Governing Body, external agencies and parents.

Key responsibilities:

- To manage and coordinate the day-to-day function and development of the Refocus Room. The Refocus Room caters for students who have disrupted learning and/or not met behaviour expectations in class; it is used for the purpose of isolation and personal reflection.
- To organise and supervise students during Reset and maintain records for attendance at Reset (both for students and for staff undertaking Restorative conversations)
- To maintain records, undertake daily administration and use the appropriate reporting systems for Refocus and Reset.
- To be responsible for the safety and behaviour of students who are placed in the Refocus Room.
- To work along side the Behaviour Raising Standards Leader to monitor the use of Reset and Refocus as well as highlighting any other interventions needed for students.
- To ensure students abide by rules (no talking/eating/drinking/silent study, etc) in the Refocus room and in Reset.
- To work with students to ensure they deescalate situations and support students in being reflective of their actions or choices.
- To take the register and monitor the attendance and punctuality of students placed in the Refocus Room or in Reset and to investigate and report any absence by liaising with the appropriate members of staff.
- To administrate as required and supervise the Refocus Room and coordinate work from relevant subject areas, including the use of resources designed to support personalised learning and reflection. To ensure that the students have appropriate work to complete during their time in the Refocus Room.
- To assist with the evaluation to improve administrative systems and procedures of the Refocus Room.



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- Establish and maintain good working relationships with colleagues, students, parents and external contacts.
- In dealing with members of the school's community, to be mindful, at all times, of the school's and the Equal Opportunities policies.
- Undertake other duties (commensurate with the level of responsibility) as may be required by the Head Teacher.

Must have:

- The post holder will be the sole supervisor of the Refocus Room so the ability to work alone is essential.
- Must be able to be a team member and work with colleagues, particularly those on the Pastoral Team
- Have a flexible approach to all duties undertaken.
- Must be able to prioritise work, act on own initiative and work under pressure.
- Must have good inter-personal, organisational and administrative skills.
- Be willing to attend training courses to enhance development and performance.
- The ability to use Microsoft Word and Excel.