



# Seahaven Academy

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## Candidate Briefing Pack

### Job title: Refocus Room Manager

**Closing date:** 12<sup>th</sup> July 2026

**Interview date:** TBC

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### Message from the Principal

Thank you for your interest in joining Seahaven Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

We are proud of the history of our school and the integral part it has played in our local community but also looking very firmly to the future and setting our sights on being an exceptional school for the students in the Newhaven area.

Since becoming an academy, the students, staff, governors and parents have worked tirelessly to make Seahaven what we want for our students: a safe place to learn and succeed beyond all expectations. At Seahaven Academy we take safeguarding extremely seriously in all aspects of our school life. We make excellent behaviour a priority in our school, committing to providing 'disruption-free learning' for all students. We believe that it is essential to take back those wasted moments staff spend on dealing with low level disruption and ensuring they are spent on teaching instead. We make no apologies for our no-nonsense approaches and strict routines but instead combine these with the best pastoral care and support students could receive, through our dedicated staff supporting every aspect of our students' school life. Teaching and Learning is what we live, sleep and breathe at Seahaven. We believe that learning takes place both inside and outside the classroom and will always go 'the extra mile' to do whatever we can to allow our students to be successful, but without compromising our very high standards.

We know where we are heading, and we are aiming to get there with an enduring positivity and enthusiasm for our work. We understand that a good work-life balance is a key factor in getting the best from everyone and have staff focusing on solving problems and embracing challenge. Staff morale is very high, and we are a proud school. If you like the sound of our mission to transform the futures of all our students, then Seahaven may well be the team for you to join. We welcome you to arrange a visit to see the school in full action.

Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.



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Good luck with your application and thank you again for considering Seahaven Academy for the next stage in your career.

Best wishes

**Mark Newnham-Reeve**

**Principal -Seahaven Academy**



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## Job Description

Job title:	<b>Refocus Room Manager</b>
Location:	Seahaven Academy
Salary:	£35,888.00 FTE, £30,967.00 prorated
Pension:	United learning contribution is 17.9% (support staff)
Contract type:	Full Time, Permanent, 37.5hrs per week, Term time only
Responsible to:	Vice Principal – Behaviour Lead

## The Role

We are looking for an enthusiastic and highly efficient Refocus Room Manager to join our supportive and positive pastoral team at Seahaven Academy, ensuring students are supported to the best that they can be.

The Refocus Room Manager will address matters that arise, skillfully and promptly dealing with behaviour, attitude, standards and engagement. The successful candidate will engage with parents to build and maintain positive relationships with the community and maintain excellent records of intervention, supporting the graduated approach to pastoral support.

The Refocus Room Manager will model good student conduct, dress code and professionalism. Be supportive of the school culture and instrumental in removing barriers to enable students to meet the demands of the classroom.

The role includes creating a positive culture through insisting on high standards of student behaviour, supporting students, staff and parents and monitoring and improving students' behaviour. This is a busy but rewarding environment where every role in the school contributes to our students achieving their best possible outcomes. Further information is included in our job pack on the school website.

Our staff are committed to honing their skills through coaching, Teaching and Learning communities and using evidence-based approaches to create expert lessons. We believe that 'Knowledge is Power'. We are currently using the Rosenshine principles and Teach Like A Champion to underpin our professional development and teaching through explicit/direct instruction.

The successful candidate can be sure of working with a team of extremely dedicated staff in a very motivating, forward-thinking environment. The school is committed to providing exceptional CPD at all levels including programmes for ECTs, recently qualified teachers and middle leaders.



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## About You

The successful candidates must...

- Have the highest expectations and standards
- Be flexible and resilient with an unrelenting 'can do' attitude
- Have excellent communication skills
- Be able to work as part of a team or stand-alone
- Have the ability to be a good role model to young people
- Be able to manage work load and prioritise effectively
- Be committed to the importance of education
- Be committed to personal and professional development

## Main Duties and Responsibilities

### Role Tasks:

- Work closely with the Vice Principal (Behaviour) and the pastoral team to effectively support students across the school.
- Co-ordinate and supervise the Refocus Room, managing the culture in the room.
- Liaise with the Directors of Year to discuss students who are placed in the room and plan actions accordingly to ensure success.
- Ensure behaviour expectations are clearly communicated, applied consistently and are in line with the agreed Behaviour Policy and Refocus Room processes and procedures.
- Oversee the delivery of appropriate learning within the Refocus Room.
- Ensure expectations of student work completion within the Refocus Room remain high and consistent.
- Liaise with subject leaders to ensure work completed in the Refocus Room supports curriculum coverage and minimises gaps in learning.
- Ensure appropriate steps are taken to support students with a successful return to learning after their time in Refocus Room.
- Maintain student records/database and shared patterns with the year team.
- Administer the logging system for Refocus Room and ensure all registers are timely and accurate.
- Communicate with Key Stakeholders as required.
- Attend meetings to discuss student behaviours as appropriate.
- Liaise with members of the teaching profession on educational matters.
- Commit to ongoing professional development specific to the role of Refocus Room Manager (e.g. effective behaviour management strategies, difficult conversations etc.)
- Collect and analyse data for students sent to Refocus Room to identify students who need additional support in the classroom to be successful.

### General:

- Develop excellent working relationships with colleagues internally, centrally, and externally.
- Be an effective and flexible member of the team, contributing to the successful adherence to the Safeguarding Policy.





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- Always uphold the Academy policies and procedures.
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Academy and beyond.
- Represent the Academy at events as appropriate.
- Support and promote the Academy ethos.
- Undertake any other duties and responsibilities as required, that are covered by the general scope of the post.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

United Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for an enhanced DBS disclosure.



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## Person Specification: Refocus Room Manager

<b>Qualifications</b>		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Willingness to participate in training, particularly First Aid/Team-Teach	Essential	Application/Interview
Level 3 or equivalent qualifications, relevant to the role	Essential	Application
Support Teaching and Learning Qualification	Desirable	Application
<b>Experience</b>		
Working with children across the age and ability range appropriate to the role	Essential	Application/interview
Working in a similar role	Desirable	Application/Interview
Supporting students with additional needs	Desirable	Application/Interview
<b>Skills and Knowledge</b>		
Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these	Essential	Interview
Implementing different strategies to manage behaviour and social skills development	Essential	Application/interview
The ability to use IT effectively and familiarity with educational software and resources	Essential	Application/interview
The ability to establish effective, positive relationships with children, families and other professional colleagues	Essential	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for students	Desirable	Application/Interview
<b>Other</b>		
Committed to the safeguarding of young people	Essential	Application/interview
Excellent written and verbal communication skills	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture	Essential	Application/interview
<b>Qualifications</b>		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Willingness to participate in training, particularly First Aid/Team-Teach	Essential	Application/Interview
Level 3 or equivalent qualifications, relevant to the role	Essential	Application
Support Teaching and Learning Qualification	Desirable	Application

*The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. It outlines the main duties and responsibilities of the post, but not every detail. Broad headings imply the inclusion of all the usual associated duties. This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.*





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## Ofsted Report



Inspection of Seahaven Academy  
Haven Way, Newhaven BN9 9TD

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Inspection dates: 11 November 2025

Overall effectiveness	Expected Standard
Achievement	Expected Standard
Attendance and Behaviour	Expected Standard
Curriculum and Teaching	Expected Standard
Inclusion	Expected Standard
Leadership and Governance	Expected Standard
Personal Development and well-being	Expected Standard

### What it's like to be a pupil at this school

Pupils enjoy coming to this harmonious school. Its inclusive ethos fosters a clear sense of belonging among pupils and staff. Consequently, pupils feel a real sense of community here. The pastoral support that staff give to pupils is a strength. As a result, pupils feel safe and well cared for. They learn to become responsible, respectful citizens. Pupils have a mature understanding of topics linked to equality and diversity. Should any bullying or discrimination occur, pupils trust that staff will listen and deal with it effectively.



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The school's values to 'be kind, be confident and be ambitious' underpin all aspects of daily life. Pupils are keen to meet the high expectations that staff have for their achievement. They are motivated to work hard and succeed. Disadvantaged pupils, and those with special educational needs and/or disabilities, benefit from strategies that address their individual barriers to achievement. Overall, pupils achieve well. However, at times, there are some inconsistencies in how well the curriculum is adapted to support pupils' learning.

Effective partnerships with parents and carers are at the heart of ensuring that pupils thrive socially and academically. Pupils benefit from positive relationships with caring and committed staff. Typically, pupils work with focus and purpose. Classrooms are calm and orderly places, conducive to successful learning. During social times, pupils chat with their friends and play sports. While attendance is improving, some pupils still do not attend as often as they should.

Pupils value the opportunities that the school provides to develop their confidence, skills and talents. They benefit from the wide range of interesting clubs available, including the pop-up library and the eco-club. Pupils relish taking on leadership roles, such as being a member of the school council or a librarian. They play an active role in their school and the wider community. A palpable ethos of care and teamwork pervades here.

**Full report can be accessed [Seahaven Academy > About Us > Ofsted](#)**





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## How to Apply

To join our dedicated and talented team, click apply here. [Vacancies | Jobs | Seahaven Academy](#)

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

The closing date for this post is **12<sup>th</sup> July 2026**.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

## For more information about this role, please contact:

Name / title: HR Department

Telephone number: 01273 517601

Email address: [hr@seahavenacademy.org.uk](mailto:hr@seahavenacademy.org.uk)

## About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk).



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