



Inclusion Room Manager

Application Pack

The Queen Elizabeth Academy

Witherley Road

Atherstone

CV9 1LZ

Contents

01	Welcome from the Chief Executive	Page 3
02	About Academy Transformation Trust	Page 4
03	Academy Information	Page 6
04	Job Description	Page 7
05	Person Specification	Page 10
06	Onboarding	Page 12
07	ATT Institute Information	Page 13
08	How to Apply	Page 14



01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



The Queen Elizabeth
Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all pupils to realise their full potential, equipping them with the skills and qualifications required for success in the competitive 21st century. We are committed to raising standards and providing pupils with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our pupils' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our pupils.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the pupils, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: [Home - The Queen Elizabeth Academy](#)



04. Job Description

Job Description

Inclusion Room Manager

Main Purpose of the role:

The Inclusion Room Manager will lead and develop our inclusion provision by providing high-quality support for pupils who would have otherwise received fixed term exclusions.

Key Responsibilities:

- Maintain effective records and logs.
- Manage all aspects of the Inclusion Room.
- Supervise and provide support for pupils in the Inclusion Room.
- Work with Heads of Year and Pastoral Leaders to ensure all pupils within their respective year groups are supported in moderating their behaviour to support their learning and progress.
- Liaise effectively with Senior Leaders, SENDCo, colleagues as well as parents/carers and other outside agencies.
- Develop personalised programmes for targeted pupils in order that they fully access the curriculum and are empowered to self-manage their own behaviour.
- Have regular communication with parents and to ensure the families are kept informed of issues and the progress of their child whilst in the Inclusion Room.
- Evaluate student progress, make appropriate recommendations and to implement further support or intervention for SEND pupils, as necessary.
- Liaise with the Pastoral Team and SENDCo regarding student progress.
- Attend training as directed and to develop and delivery support programmes as appropriate.
- Manage the Alternative Provision paperwork including its efficient upkeep and liaising with pastoral leaders to ensure all safeguarding and education arrangements around Alternative Provision are met. The ability to present this paperwork when required for inspections.
- Liaise with other schools and academies on the progress of 'guest' pupils.

Being Accountable for Resources:

- Effectively manage and deploy resources within the team to ensure maximum impact on student progress.

Being Accountable for the Learning Environment:

- Ensure that the appearance and ambience of the Inclusion Room is conducive to learning and promotes pride and high expectations.
- Ensure that the Academy's Behaviour Policy is implemented consistently so that effective learning can occur and that academy expectations regarding the inclusion room are maintained to the highest level.
- Ensure that the Inclusion Room is safe and report any Health and Safety concerns. To ensure Risk Assessments re updated annually or after an incident.

Academy Ethos:

- Play a full part in the life of the Academy community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- Have professional regard for the ethos, policies and practices of the Academy and maintain high standards in your own attendance and punctuality.
- Be fully committed to the Safeguarding and promotion of welfare for all young people.
- Promote actively ATT's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.
- Undertake any other duties as defined by Teachers' Standards or determined by the Principal as being within the scope of the post.

The above main tasks are not exclusive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by their line manager and/or the Senior Leadership Team.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Other:

All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

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

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

05. Person Specification

Person Specification

Inclusion Room Manager

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	GCSE English at Maths at Grade 4/C or above.	- A Level or equivalent qualification. - Youth work qualification.	Application form
Experience	- Demonstrable ability of working with young people. - Demonstrable knowledge and understanding of working with data, or the aptitude to learn. - Ability to form and maintain positive relationships with people of all ages and backgrounds. - Ability to communicate confidently and effectively both orally and in writing. - Highly organised with the ability to work under pressure and to tight deadlines.	- Demonstrable experience of delivering activities and sessions for young people. - Demonstrable experience of working with challenging communities. - Awareness and understanding of best practice in ensuring Safeguarding and child protection. - Have worked in an education environment previously.	- Application form - Interview
Competencies	- Ability to maintain professional manners in challenging situations. - Confidence to challenge difficult behaviour and other professionals. - Personal integrity and loyalty, remaining confidential at all times.		- Interview - References

	Essential	Desirable	How will this be demonstrated
Values	• Self-motivated/has initiative. Able and willing to make difficult decisions when required. • Passion for working with young people. • Confidence to challenge difficult behaviour and other professionals. • Able to build trust and mutual respect between pupils, families, and staff. • Strong interpersonal, written, and oral communication skills. • Reflective and willing to improve and develop as a professional. • Ability to work as a member of a team as both leader or member. • Willing to work flexibly. • Personal integrity and loyalty, remaining confidential at all times. • Vision aligned with the academy's high aspirations and high expectations of self and others. • Demonstrate commitment to the highest standards of teaching and learning. • Articulate the values and mission of the academy. • Commitment to the safeguarding and welfares of all pupils. • Commitment to continuous improvement, both personal and organisational. • Demonstrate positive commitment to equality and diversity.		• Interview • References



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Inclusion Room Manager

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Permanent

37 hours per week

39 weeks per year (Term Time Only)

Salary:

NJC Scale Point 13 – 17

Actual Salary: £24,998 - £26,682 per annum

FTE Salary: £29,064 - £31,021 per annum (pending pay award)



Closing Date:

Wednesday 7th October 2026 at 9:00am or sooner should we receive sufficient applications.

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



@academytransformationtrust



@AcademyTrust



academytransformationtrust.co.uk



office@attrust.org.uk



0121 354 4000



Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

