



Vacancy

The Roseland Academy
Part of The Roseland Multi Academy Trust
Tregony, Truro, Cornwall, TR2 5SE

Tel: 01872 530675
Website: www.theroseland.co.uk

Inclusion Manager

Permanent/Part Time Term Time

Grade F (Points 1-6) Salary Range £26,456 - £28,502pa
(actual salary £19,113 - £20,591pa)

31.25 hours per week, term time (38 weeks) plus 31.25 additional hours per academic year
Salary paid for 44.6 weeks per year

The Roseland Academy is an Ofsted Outstanding and consistently high-performing Academy where we nurture, challenge and inspire every child to reach their potential.

We feel very proud to belong to The Roseland Multi-Academy Trust, which consists of three secondary, two primary schools and a Teaching School Hub. The Trust's mission is "to provide an outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

The Roseland Academy is seeking to appoint a dedicated and proactive Inclusion Manager to join our professional and welcoming team. The successful candidate will be responsible for supervising the Inclusion room and supporting students and staff in maintaining high levels of attendance. This role requires someone who can confidently take ownership of the Inclusion room with strong administration skills, working closely with external agencies, parents, students and key staff to ensure all procedures are followed effectively. The ideal candidate will have excellent communication, organisation and IT skills and a strong track record of working efficiently in a busy environment.

This is a term time only position so the successful post holder will benefit from the majority of the school holidays, although there is a requirement to work an additional 31.25 hours during the academic year. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place, as well as collaboration opportunities across our settings.

What you'll need to succeed:

- believe that every child can and will succeed regardless of their starting point;
- be flexible, collaborative and resilient;

- be committed to high standards of achievement, behaviour and attendance;
- have excellent interpersonal and communication skills;
- have the highest ambitions for our students, the school, Trust and yourself.

What you'll get in return:

- A ***unique opportunity*** to be a key member of staff in a forward-looking, thriving school on the beautiful Roseland Peninsula on the south coast of Cornwall;
- A ***genuine family atmosphere*** with high expectations and standards where every student is known and valued;
- Access to ***high-quality Continuous Professional Development*** within the Multi Academy Trust;
- ***Competitive salaries***, based on skills and experience;
- ***Local Government Pension Scheme***;
- ***Free parking*** facilities;
- ***Employer's Eyecare Scheme (Specsavers)***;
- Employee Assistance Programme (***EAP***);
- ***Mileage paid*** if there is a requirement to travel to different schools within the Trust.

If working in a highly successful school, with a supportive and ambitious workforce, appeals to you, then we would like to hear from you.

Potential candidates are encouraged to contact The Roseland Academy with any questions. To arrange a visit, or for further details about this post, contact Miss Emily Pye via epye@theroseland.co.uk.

How to apply: Please note a completed application form needs to be submitted (CVs are not an accepted form of application). If you are interested in applying, please complete the application form.

- **Closing date for applications: 9.00am Friday 27 February 2026**
- **Date of interview: TBC**

Safeguarding Statement:

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.