



Inclusion & Attendance Officer

Contract type: Permanent

Contract term: Full time - Term time plus 1 week

Salary: Grade E7-E11 £23,189 - £24,716 pro rata; Actual Salary £26,403 - £28,142

Starting date: Jan 2026

Underpinned by our '3 Guiding Principles' and '8 Conditions for Success', our vision is to empower future generations to follow their dreams and to build a society of which we can all be proud. To achieve our vision, it is imperative that we build an incredible team, who want to challenge themselves to think outside the box, be creative and work hard to achieve something special. Livingstone Academy not only provides an excellent education and high academic achievement, but goes the extra mile to best prepare our students for an ever-changing world.

We are seeking to appoint an expert Inclusion & Attendance Officer. This full-time, permanent role is crucial to our efforts to contribute to raising achievement by implementing strategies to improve attendance and to ensure the academy meets its obligations and statutory requirements in all aspects of student attendance management. The successful candidate will work under the leadership and direction of the Assistant Principal.

The primary focus of this role is robust attendance management and administration. Responsibilities include maintaining a welcoming presence at the designated area for students arriving, recording arrivals and all notifications of absence on the Academy's MIS, and supporting the timely and accurate completion of registers. You will maintain the accuracy of absence reporting, and be responsible for notifying parent/carers of un-notified absences and contacting them regarding attendance concerns. The role also involves supporting with monitoring lesson absences and identifying missing students, and liaising with Heads of House, Tutors, and support staff concerning attendance.

A vital aspect of this post involves intervention and analytical reporting. The Officer will be expected to supply analytical data to support improving attendance, including the production of weekly attendance reports and other requested reports. You will meet with parents in the academy to identify issues causing absence, work with families to assess support, and produce Parenting Contracts and Contracts of Expectation. This support often requires working with appropriate outside agencies and undertaking home visits in line with Aspirations policies. The role requires compliance with all relevant actions directed by the DfE and local authority for the notification and recording of absence, including meeting Child Missing Education responsibilities. You will also support the academy in issuing fines to families where persistent unauthorised absence meets the relevant criteria, including attending Fast Track to Attendance meetings, and completing witness statements, if required, to support local authority or Police investigations.



In addition to attendance, this role carries significant inclusion responsibilities. You will be required to organise and prioritise pastoral issues, and assist with implementing Individual Education Plans and Pastoral Support Plans for certain pupils, overseeing and monitoring their progress. The Officer will coordinate support for students with social, emotional, and mental health difficulties, and may act as the lead professional in a multi-agency setting where appropriate. Other duties include supporting the completion of referrals for additional support (e.g., CAMHS, EHCNA), and assisting with the induction of new students who arrive mid-term.

The post holder must keep accurate, clear and concise records of interventions, meetings and consultations held, and maintain a comprehensive and up-to-date record of intervention and strategies for identified students, including keeping the Provision Map updated. The Officer must retain the confidentiality of all aspects of academy life, comply with the academy's policies and procedures relating to attendance, Child Protection and all aspects of safeguarding children, and respond to requests for attendance information in line with the Aspirations GDPR policy.

Livingstone Academy and Aspirations are committed to children's safety and safeguarding; DBS disclosure requirements will apply to this post. Aspirations Academies Trust and Livingstone Academy are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. Due to the nature of the post and substantial access to children, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and an Enhanced DBS check will be required.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and satisfactory references. If you fit the qualifications above and are looking for a forward-thinking, innovative institution that embodies visionary leadership and embraces diversity, then LAB is the place for you!

Please do not hesitate to contact us. We would love to meet you and show you around our amazing Academy site. Please contact our office by email office@livingstone-aspirations.org, if you have any questions about this role.

I look forward to hearing from you and reading your application.

Kind regards,

Mrs Jennifer Warr
Acting Principal



Inclusion & Attendance Officer

Main responsibilities:

Under the leadership and direction of the Assistant Principal:

- To maintain a welcoming presence at the designated area for students arriving and record these on the Academy's MIS
- To record all notifications of absence
- To notify parent/carers of un-notified absences
- To contact parent/carers of Attendance concerns
- To support the timely and accurate completion of registers for morning and afternoon attendance
- To maintain the accuracy of absence reporting
- To support with monitoring lesson absences and identifying missing students
- To attend Team around the School meetings
- To supply analytical data to support improving attendance including the production of weekly attendance reports and other reports as requested
- To meet with parents in the academy to identify issues causing absence and work with families to assess any support that can be reasonably offered and produce Parenting Contracts and Contracts of Expectation
- To work with the appropriate outside agencies where necessary to support families to improve attendance
- To undertake home visits in line with the Aspirations policies
- Keep accurate, clear and concise records of interventions, meetings and consultations held and update on the academy's attendance system
- To comply with all relevant actions as directed by the DfE and local authority for the notification and recording of absence including meeting Child Missing Education responsibilities
- To support the academy in issuing fines to families where persistent unauthorised absence meets the relevant criteria including attending Fast Track to Attendance meetings
- To respond to requests for attendance information in line with the Aspirations GDPR policy
- To liaise with Heads of House, Tutors and support staff with regard to attendance
- To complete witness statements, if required, to support local authority or Police investigations
- To support the celebration and reward of students for attendance related performance
- Attend relevant academy meetings as required
- Participate in relevant training and development opportunities as required
- Support the academy's fire and emergency procedures by being familiar with the instructions for staff and students and take appropriate action should the need arise
- Retain the confidentiality of all aspects of academy life



- Comply with all decisions, policies and standing orders of the academy and Aspirations; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act
- To be aware of and comply with policies and procedures relating to attendance, Child Protection and all aspects of safeguarding children
- Maintain an awareness of academy, national and statutory policies and requirements and apply these in the workplace
- Undertake such other duties as may be reasonably required appropriate for the level of the post
- To assist with first aid and medical situations, if required to do so.
- To organise and prioritise pastoral issues and initiate appropriate action
- To assist with implementing Individual Education Plans and Pastoral Support Plans for certain pupils and to oversee and monitor progress
- To create and maintain a comprehensive and up-to-date record of intervention and strategies for identified students
- To keep Provision Map up to date with pupil interventions
- To keep the academy MIS updated with pupil information, including that pertaining to SEN Status
- To send correspondence to parent/carers when their child's SEN status is changed
- To work with the AP: Inclusion to coordinate support for students with social, emotional and mental health difficulties
- To liaise with outside agencies regarding students and act as lead professional in a multi-agency setting where appropriate
- To implement and analyse the use of data for discipline and rewards
- To facilitate and manage pastoral support groups within the school, e.g. peer listening, restorative justice
- To organise the induction of new students to the school who arrive mid-term and liaise with parents and previous school as required
- To support the phase transition process at both EYFS and KS2/KS3
- To follow through leavers new placements to confirm students can be taken off roll
- Under the direction of the AP Inclusion, to support the completion of referrals and applications for additional support (CAMHS, Paediatrics, EHCNA...)
- To undertake administrative support for the Inclusion Centre, as required.

Purpose:

- To contribute to raising achievement by implementing strategies to improve attendance
- To ensure the academy meets its obligations and statutory requirements in all aspects of student attendance management
- To support families to overcome issues that are impacting attendance levels
- To assist with the creation and implementation of strategies to support improved attendance



- To work with outside agencies to improve student attendance
- To manage the accuracy of all attendance administration
- Carry forward the Aspirations vision
- Drive the continuous and consistent Aspirations trust-wide focus on raising achievement and improving student outcomes
- Ensure the Aspirations framework is embodied in every aspect of the academy
- Provide high quality care for all students

Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To actively promote the academy's corporate policies
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT

Special Conditions of Service



Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve