



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



KNOTTY ASH
PRIMARY
SCHOOL

& DEAF RESOURCE BASE

LYDIATE
LEARNING TRUST

Applicant Information Pack

Pastoral & Attendance Support Officer Knotty Ash Primary School



Start Date:	September / October 2026
Closing Date:	12 noon, Friday 21 August 2026
Shortlisting:	Monday 24 August 2026
Proposed Interview Date:	W/c 24 August 2026 (TBC)
Post Scale:	NJC 7-11
Salary:	£26,403 - £28,142 FTE Pro rata salary £15,481 - £16,501 (pay award pending)
Hours:	25 hours per week 8:30am – 1:30pm Monday to Friday
Contract Term	Term Time plus 5 INSET days

Welcome from the Headteacher



Dear Applicant,

I am delighted you are considering an application to join the team of staff at Knotty Ash Primary School: part of the Lydiate Learning Trust.

As a one-form entry school, we are small enough to be a family. Everyone at Knotty Ash is very proud of the school's ethos, which values respect and fun; relationships between staff and pupils are mutually supportive. At the heart of everything we do is a belief in our duty to develop the whole child.

The successful candidates will be working alongside ToD, DEI and team of TAs in primary DRB, across the age-range of children in Primary School. As necessary, supporting Deaf children within mainstream classes, delivering reverse inclusion and supporting the school's inclusive ethos by leading shared mainstream and DRB activities.

Our academic expectations are high, and we strive to support each child to achieve their full academic potential. We also offer a broad curriculum which values investigation, curiosity and creativity. In addition, there are a lot of opportunities for children to grow as responsible and valuable citizens - as they get older, they have opportunities to be play leaders and reading buddies for our younger pupils, as well as taking active roles in the life of the school e.g. School council, librarians, subject councils (see our Pupil Power section). We hold Arts Weeks, Health & Sports Weeks and themed days to empower children, no matter what their individual talent or interest. We also have links within the local community (with St John's Church, Alder Hey Hospital, Hope University and Bright Park) which further enrich opportunities for our children. Our aim is to help develop well-rounded, confident and resilient young people so we also offer Massage and relaxation, Guitar (y3-6) and Spanish as part of the curriculum.

A very important part of Knotty Ash Primary is our Deaf Resource Base provision, with space for 19 deaf children. While each is an integral member of their mainstream class, we also have the expertise and facilities to cater for their individual learning needs with specialist staff. Every child in school, from Nursery upwards, learns to communicate in British Sign Language - a wonderful life-skill! We have a school signing choir and are also affiliated to the Liverpool Signing Choir.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Knotty Ash offers a friendly, welcoming and enriching environment for all.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Knotty Ash Primary School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

With very best wishes,



Roanne Clements
Headteacher

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete the Equal Opportunities Form during the application process.

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#).

Job Description – Pastoral & Attendance Support Officer

Purpose	The Pastoral Attendance Support Officer plays a key role in promoting high levels of pupil attendance by acting as a vital link between the school, families, and external agencies. The role focuses on identifying and addressing barriers to attendance, supporting pupils and their families, and ensuring that all children have full access to learning opportunities. The postholder will monitor and analyse attendance data, identify patterns of absence or lateness, and work proactively with parents/carers, school staff, and external professionals to improve attendance outcomes. Through effective communication, early intervention, and coordinated support, the Attendance Officer will contribute to safeguarding, inclusion, and the overall wellbeing and achievement of pupils.
Core Duties	PRINCIPAL RESPONSIBILITY AREAS: Safeguard and Child Protection • Be an active member of the school's Inclusion Team. • Provide cover for the Deputy Safeguarding Lead when required, ensuring safeguarding procedures are followed and concerns are appropriately recorded and escalated. • Support the identification of pupils with specific safeguarding needs and contribute to early help assessments, risk assessments and safety plans. • Act as the school's named point of contact and representative at meetings relating to safeguarding and pupil welfare. • Prepare for and attend safeguarding meetings, including strategy meetings, child in need meetings, child protection conferences and Team Around the Family meetings, taking minutes and contributing reports as required. Attendance • Monitor, track and analyse pupil attendance daily using Management Information System (MIS). • Manage first-day absence procedures, including making initial contact calls and following up on unexplained absences, to maximise attendance and minimise disruption to learning. • Advise SLT and staff on pupils requiring additional support to overcome barriers to learning, based on information gathered from meetings with parents/carers, home visits, and multi-agency or social care involvement. • Take a lead role in ensuring appropriate and effective support is in place for identified pupils. • Manage the Inclusive Attendance programme across the school. • Prepare and present attendance reports for senior leaders and governors. • Attend weekly meetings with the Headteacher to review attendance. • Provide short-term transport support for pupils/families where appropriate to improve attendance. • Be an active member of the school's Inclusion Team. • Act as the school's named point of contact and representative at meetings relating to safeguarding and pupil welfare as required. • Contribute to support, care, or intervention plans in partnership with other professionals.

Communication and Family Engagement

- Build positive relationships with pupils and families to promote good attendance.
- Communicate effectively with parents/carers regarding attendance, punctuality, and admissions.
- Provide clear guidance and support to families on attendance expectations.
- Contribute to whole-school attendance initiatives and communications.
- Support and attend meetings with parents/carers to address attendance concerns and agree action plans.
- Share appropriate guidance and support with families to promote positive routines and outcomes for children.
- Monitor and record developments within families, providing relevant information to support the management of cases and safeguarding where appropriate.

Administration and Systems

- Maintain the attendance school information system (SIMS) and produce attendance reports as required.
- Coordinate the weekly school newsletter, including liaising with staff for content and distributing it to families and the wider school community.
- Ensure compliance with all trust and school policies and procedures, particularly those relating to safeguarding, child protection, health and safety, confidentiality, and data protection; reporting and escalating concerns appropriately.
- Participate in training, appraisal, and professional development activities as required.
- Act as a positive role model, maintaining high standards of professional conduct.
- Undertake any other duties as reasonably required by the Senior Leadership Team.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification – Pastoral & Attendance Support Officer

Person Specification	Qualifications & Training	
	GCSE (or equivalent) in English and Mathematics	E
	Relevant administrative qualification or equivalent experience	E
	Evidence of relevant training or willingness to undertake safeguarding training (e.g. DDSL, Safer Recruitment, Child Protection).	E
	Experience	
	Experience of working in an administrative role	E

	Proficient in using data management systems for recording attendance information.	D
	Experience of communicating with a range of stakeholders, including parents.	E
	Experience working in a school or educational setting	D
	Experience of using MIS / Parent Pay	D
	Skills/Knowledge/Aptitudes	
	Ability to build positive relationships with students, parents/carers, staff, and external partners.	E
	Strong communication and interpersonal skills, with the ability to engage effectively with pupils, families, staff, and external agencies.	E
	Competence in using digital tools and platforms for communication, training, and record-keeping.	E
	Excellent organisational skills, with the ability to maintain detailed, accurate records and manage multiple priorities.	E
	Ability to work independently and collaboratively within a multidisciplinary team.	E
	Other Requirements	
	Willingness to travel between schools within the Trust and work flexibly. Full driving license and access to own transport with Business Insurance.	E
	Essential Requirements (*following an initial offer of appointment)	
	Positive recommendations from all referees, including current employer	E
	Enhanced DBS	E
	Medical clearance *	E