



## Deputy Headteacher

**Job :** Deputy Headteacher

**Responsible to:** The Headteacher

**Salary:** £39,079.00 - £52,518.91

**Location:** Wirral

**Contract type:** Full Time

**Directed Hours:** Mon-Fri (Term time only)

### Utopia Profile

At Utopia, we believe that to provide exceptional support to our students, we must first provide exceptional support to our staff. We have cultivated a workplace built on professional trust, safety, and genuine collaboration. This drives our culture, systems and processes to ensure a sustainable work-life balance promoting wellbeing and long-term professional fulfillment.

Utopia is a Wirral based Independent Special School for boys and girls aged 13-19 with autism, high levels of anxiety and those experiencing emotional barriers to school attendance. We are a small setting for up to 32 students, providing intensive and personalised support for those with an Education Health and Care Plan (EHCP) who benefit from a nurturing environment.

It is our responsibility to provide a safe, caring and nurturing environment that students can access with confidence. Our ability to build trusting and meaningful relationships enables us to make long-lasting, positive change that helps young people to realise their potential and creates a sense of belonging for all students who are part of our community.

From September 2026, we are expanding our learner pathways and are excited to introduce a new Post-16 offer. This is a unique opportunity to help shape a developing provision and make a meaningful impact on students at a crucial stage of their education. We are seeking a dynamic, committed, and passionate Deputy Headteacher to lead our Post-16 offer and drive our strategic vision, creating a learning experience in which students feel happy and safe, build lasting memories, and are surrounded by people who value their individuality, support their success, and foster their personal growth.

The successful candidate will be an outstanding, passionate and resilient professional with extensive leadership experience. They will play a vital role in implementing our ethos of providing Accessible, Approachable and Aspirational support whilst being committed to achieving our mission statement: 'To balance the academic and personal development outcomes of students based on their individual needs and aspirations. Utilising parental engagement to ensure that each student is appropriately prepared for adulthood.'

Utopia is dedicated to the safeguarding and promotion of children's welfare. All appointments are subject to an enhanced check with the Disclosure Barring Service. The organisation follows safer recruiting guidance, and references will be requested prior to interview. For more information, please visit our website [www.utopiaschools.co.uk](http://www.utopiaschools.co.uk)

Visits to our school are warmly welcomed.

To arrange a visit or for further information about the please contact Alice McMullen on 0151-644-1535 or 07719084493.

## Responsibilities

### Strategic Responsibilities

- Lead the design, implementation and evaluation of a high-quality Post-16 curriculum that meets the needs of students with SEND.
- Ensure alignment and progression of the Post-16 curriculum through close collaboration with leaders across the main school.
- Have a strategic overview of provision for students with SEND or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation and improvement plans
- Support the Headteacher to formulate the aims and objectives of the school
- Establish and maintain policies for achieving the schools aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
- Line manage Post-16 staff, including teachers and support staff, ensuring effective performance management and professional development.
- Lead staff training and INSET related to Post-16 practice and SEND.
- Have ambitious expectations for all students with SEN and disabilities
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

### Duties and responsibilities

- Maintain and model high standards of ethics, behaviour and professional conduct.
- Work alongside the senior leadership team (SLT) and other staff members to create a culture where students experience a positive and enriching school life, that prepares them for adulthood.
- Advise on the use of the school's budget and other resources to meet students needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.
- Analyse assessment data.

### Supporting pupils

- Ensure effective preparation for adulthood pathways, including employment, further training, independence and community participation.
- Build positive and respectful relationships across the school community.
- Co-ordinate provision that meets the students' needs and monitor its effectiveness.
- Analyse school data to ensure students are making sustained progress and their ever-changing needs are being met.
- Ensure that the school's curriculum and assessment models are constantly monitored, reviewed and adapted to meet the needs of students.
- Secure relevant services for students who require additional support.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents or carers and the student.
- Communicate regularly with parents or carers.
- Promote the student's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

### **Safeguarding**

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.
- Ensure staff and students safety and welfare through effective approaches to safeguarding, as part of duty of care
- To be the on site Designated Safeguarding Lead when required

### **Leadership and Management**

- Manage curriculum leaders and staff to ensure high-quality teaching across all subjects and phases.
- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the Local Authority is required to publish.
- Ensure staff have access to appropriate, high standard professional development opportunities.
- Lead INSET for staff.
- Share and implement procedural information and changes, such as policy updates.
- Promote an ethos and culture that supports the school's SEND policy and promotes excellent outcomes for students with SEND or a disability.
- Lead staff appraisals and produce appraisal reports.
- Review staff performance on an ongoing basis.
- Support the Headteacher in reporting to Governors and key stakeholders.
- Deputise for the Headteacher in the case of absence, as directed by the governing board.
- Any other duty deemed by the Headteacher to be appropriate to this post.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities.

*\*Please note: as an independent school we are not part of the Teacher Pension Scheme (TPS).*