



Utopia-Pastoral Lead (Maternity Cover)

Job : Pastoral Manager

Responsible to: The Headteacher

Salary: £28,000- £36,000

Location: Wirral

Contract type: Fixed Term (Potential for permanent)

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 13-16 with autism, high levels of anxiety and those experiencing emotional barriers to school attendance. We are a small setting for up to 20 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.

As a school Utopia is at the start of a new and exciting journey, having successfully achieved a 'Good' Ofsted grading with 'Outstanding' Behaviour and Attitudes in our first inspection. We are now seeking a dynamic, committed and passionate Deputy Headteacher to drive our strategic vision to create a learning experience where students feel happy, safe, and create lasting memories, surrounded by people who appreciate their uniqueness, support their success, and foster their personal growth.

The successful candidate will be an outstanding, passionate and resilient professional with experience of supporting students with SEND. 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

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

Job Purpose

The Pastoral Manager will be an experienced and resourceful professional who is adaptable and flexible with excellent interpersonal skills. They will be capable of working alongside students, parents and staff to be the key link person for communication across the school. The role is fast paced and varied and requires the successful candidate to be a well organised and positive leader with experience of working in a school environment.

Operational Responsibilities

- To support the efficient day to day running of the school by coordinating staff and students
- To direct administration staff in delivery of day-to-day operations
- To support the school wide implementation of the Assessments Recording and Reporting Diary
- To monitor and report student attendance and identify strategies for supporting off track students
- To update parents on student progress and implement early intervention strategies when required
- To develop positive and trusting relationships with all students and parents by acting as a role model
- Ensure students and families receive outstanding communication and access to wider support and resources available
- To coordinate student transport to and from school by liaising with the Local Authority
- To work alongside the careers lead to support year 11 transition to college
- To support students in developing their Independent Living Skills
- To coordinate offsite provision for students and monitor its effectiveness
- To liaise with external providers and a range of agencies to support the day to day running of the centre
- To provide accurate and up to date updates to the staff team on pupil progress and wellbeing
- To conduct attendance visits and wellbeing checks
- To work closely with the SENDCo to support individual and school wide strategies for supporting students' SEND needs
- To co-ordinate offsite trips and visits across the school

Supporting pupils

- Ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents and students in conjunction with the SENDCo
- To be key point of contact for parental enquiries within the school.
- Promote the students' inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- To update parents on student progress and implement early intervention strategies when required
- To support and supervise students during break and lunch time activities
- To support students when dysregulated and engage them back into learning

Safeguarding

- To be the on site Designated Safeguarding Lead within the school and responds to staff and student concerns daily
- 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.

Leadership and Management

- Contribute to the school improvement plan and whole-school policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEND.
- Lead and manage teaching assistants and other support staff working with students with SEND.
- To support the development of the Emotional Barriers to School Attendance strategy across the school and drive the implementation of this support
- 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 Academy in relation to the post holder's professional responsibilities.