



## Employee Specification

Company	Utopia
Job Title	Pastoral Lead
Responsible to	Headteacher
Prepared by & date	Chris Black, Managing Director - 7 <sup>th</sup> January 2026

Essential Attribute	Identified by	Desirable Attribute	Identified by
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent in relevant field.</li> </ul>	Application	<ul style="list-style-type: none"> <li>• Counselling or young person related qualification</li> </ul>	Application
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• A minimum of 2 years experience of working with students with SEND</li> <li>• A minimum of 2 years within a senior safeguarding role</li> <li>• A minimum of 2 years experience supporting parents of children with SEND</li> <li>• Experience of Leadership and Management</li> <li>• Experience of supporting the personal and emotional development of students with SEND</li> <li>• Experience of multi-agency working</li> <li>• Knowledge of local offer for young people in Wirral &amp; Cheshire</li> </ul>	Application/ Interview  Application/ Interview	<ul style="list-style-type: none"> <li>• Experience of managing group dynamics and social interaction for students with SEND</li> </ul>	Application/ Interview  Application/ Interview

<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>Understanding of quality teaching and effective intervention strategies for those with SEND</li> <li>A high level of organisational skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to plan and evaluate interventions</li> <li>Knowledge of Safeguarding and Child Protection procedures.</li> <li>Knowledge of how mental health needs affect the make-up and dynamics of group activities.</li> <li>Ability to be flexible and adaptable to the needs of young people.</li> <li>Sound IT skills including use of Word, PowerPoint, Excel.</li> </ul>	Application/ Interview	<ul style="list-style-type: none"> <li>Knowledge of the barriers that young people from difficult backgrounds face and how to develop programmes to support this.</li> <li>Up to date understanding of SEN issues for young people with diverse needs.</li> </ul>	Application/ Interview
<b>Special requirements</b>			
<ul style="list-style-type: none"> <li>Approachable, reliable and flexible with an excellent sense of humor.</li> <li>Passion, resilience, and relentless optimism.</li> <li>Ability to lead, motivate and inspire staff and students to help them achieve their potential</li> <li>Ability to promote and endorse the Utopia core values and ethos.</li> <li>A genuine care for young people who have SEND.</li> <li>A genuine understanding of the importance of informality and approachability in working with staff and students</li> </ul>	Reference/ Interview		