

Candidate Pack

Vice Principal - Pastoral



DIVERSITY • INCLUSION • OPPORTUNITY

Every Moment Matters

Welcome



Thank you for your interest in the post of Vice Principal at SENDSCOPE Independent School.

SENDSCOPE Independent School is a small Special Needs School and Alternative Provision for Neurodivergent young people aged 11 to 16 years.

The school's three pillars of 'Diversity, Inclusion, Opportunity' ensures every student is provided with the opportunity to achieve the best possible outcomes and prepares them for adulthood. The staffing body are fully committed to the students and have an in-depth understanding of the needs of all students.

Leaders at the school have worked hard since the school opened to develop a community that works in harmony with one another towards their core goal of improving outcomes and developing happy and healthy young people. The recent focus areas have included strategies to improve attendance and curriculum development, underpinned by the Five Ways to Wellbeing. These areas continue to be core priorities, alongside consolidating a whole school approach to teaching and learning and professional development.

As a growing school, an opportunity has arisen to join our school as Vice Principal.

We are seeking a passionate Vice Principal to join our dedicated team. The successful candidate will play a key role in supporting teaching and learning, and contributing to the holistic development of our learners.

As Vice Principal with responsibility for Pastoral Provision, you will play a key leadership role in ensuring every young person feels safe, supported and able to thrive. Working closely with the Principal and wider staff team, you will lead pastoral provision across the school, with oversight of safeguarding, behaviour, attendance, wellbeing and personal development.

In our small specialist setting, you will know pupils as individuals and work closely with families, carers and professionals to provide consistent, personalised support. This role requires strong leadership, sound professional judgement and a genuine commitment to improving outcomes for young people with additional and complex needs.

Whether you are at the start of your career or an expert teaching assistant we focus on what attributes you will bring to the school and most importantly what impact you will have on our students.

With best wishes,

Victoria Nolan

About the Role



Role	Vice Principal - Pastoral
Employer	SENDSCOPE Ltd
Location	Liverpool Road, Crosby, L23 5TF
Salary	£43,000 per annum
Start date	Immediate

Key dates

- Closing date: 01.10.26
- Shortlisting: 02.10.26
- Interview: 09.10.26

The School



An innovative school supporting neurodivergent young people with Special Educational Needs and Disabilities (SEND) to reach their full potential and achieve success. We place young people at the heart of everything we do and know that in the right environment, at the right time, all students have the potential to blossom and thrive. At SENDSCOPE we have an inherent understanding of Teaching and Learning and know-how inclusion, making reasonable adjustments and quality first teaching in the classroom cannot only bridge gaps in learning but facilitate accelerated progress.

At SENDSCOPE Independent School, we offer a broad and balanced curriculum. It is our aim to develop rounded individuals who are not only academically successful, but who also have opportunities to develop other key skills; such as leadership, teamwork and communication. The school has a comprehensive careers offer and students receive termly careers advice.

The SENDSCOPE Way

The school has adopted a consistent trauma-informed approach which is used in conjunction with high standards, high expectations and clarity of the SENDSCOPE Way. There is a calm and purposeful atmosphere at SENDSCOPE Independent School, with good relationships between staff and pupils. Pupil voice is strong and proud of the school values of Diversity, Inclusion and Opportunity.



Visit us

We fully recommend that you take the opportunity to make an informal visit prior to making your application, to see the school for yourself.

If you would like to arrange a visit or require any further information please contact Kimberley Perkins our Administration Officer either by email k.perkins@sendscope.co.uk or phone **0151 931 6804**.

Job Description



Purpose

To provide strategic and operational leadership of pastoral provision at SENDSCOPE Independent School, ensuring that every pupil feels safe, valued, supported and able to thrive.

The Vice Principal – Pastoral will lead the school's approach to behaviour and rewards, pupil wellbeing, family and community engagement, enrichment and pupil voice. As a senior leader, they will work closely with the Principal to maintain high standards, strengthen the school community and ensure pastoral provision reflects the individual needs of pupils within a specialist setting.

The postholder will provide line management for the Family Liaison Officer and Mental Health Lead and contribute fully to the strategic leadership and development of SENDSCOPE.

Operational & Strategic Planning

- Provide strategic and operational leadership of pastoral provision across the school.
- Work with the Principal and Senior Leadership Team to develop and implement the school's priorities and improvement plans.
- Lead the strategic and operational approach to behaviour, rewards and positive pupil engagement.
- Develop and oversee the school House System, ensuring it promotes belonging, participation and positive relationships.
- Lead the development of enrichment opportunities, events and wider pupil experiences.
- Ensure pastoral systems and procedures are effective, consistent and responsive to pupils' individual needs.
- Contribute to whole-school strategic planning, evaluation and development.

Assurance

- Promote a strong culture of safeguarding and ensure concerns are identified, reported and responded to appropriately.
- Ensure pastoral practice is consistent with school policies, statutory requirements and agreed procedures.
- Monitor the effectiveness of behaviour, wellbeing, pupil engagement and pastoral interventions.
- Maintain appropriate oversight of pastoral records and ensure information is accurate, confidential and securely managed.
- Support the Principal in maintaining high standards of professional practice and accountability.
- Identify emerging pastoral risks and ensure appropriate action and support are implemented.

Curriculum Provision & Development

- Work collaboratively with curriculum leaders to ensure pastoral provision supports pupils' engagement, attendance and readiness to learn.
- Develop enrichment opportunities that complement the curriculum and broaden pupils' experiences.
- Ensure pupil voice informs the development of learning experiences and wider school provision.
- Promote opportunities that develop confidence, independence, resilience and preparation for adulthood.
- Support staff in removing pastoral barriers to pupils' learning and participation.

Management Information

- Use behaviour, attendance, wellbeing and pastoral information to identify trends, priorities and areas requiring intervention.
- Provide relevant pastoral reports and updates to the Principal and other stakeholders as required.
- Monitor the impact of pastoral strategies and interventions on pupil outcomes.
- Ensure effective systems are in place for recording and reviewing pastoral information.
- Use evidence and pupil/family feedback to inform school improvement and decision-making.

Staff Development

- Line manage the Family Liaison Officer and Mental Health Lead, providing clear direction, support and accountability.
- Undertake supervision, appraisal and performance management responsibilities as appropriate.
- Support staff to develop consistent and effective approaches to behaviour, relationships and pastoral care.
- Identify relevant training and development needs within the pastoral team and wider school.
- Model high standards of professional conduct and contribute positively to the development of the staff team.
- Participate fully in relevant leadership training and Continuing Professional Development.

Communication & Liaison

- Develop strong and constructive relationships with pupils, parents, carers and families.
- Lead the development of effective community and parental links.
- Oversee and develop Friends of SENDSCOPE as a means of strengthening family and community engagement.
- Liaise effectively with external agencies and professionals to support pupils and their families.
- Ensure families are appropriately informed and involved in matters relating to their child's pastoral support.
- Represent SENDSCOPE professionally at meetings, events and within the wider community.

Management of Resources

- Ensure pastoral resources are deployed effectively to meet identified pupil and school priorities.
- Oversee resources associated with enrichment, rewards, the House System, pupil events and pastoral activities.
- Contribute to decisions regarding the effective deployment of staff within the pastoral team.
- Ensure activities and resources provide value and contribute positively to pupil outcomes.
- Work with the Principal to identify resource requirements for the continued development of pastoral provision.

Student Support

- Provide visible and accessible pastoral leadership across the school.
- Champion pupils' wellbeing, personal development, inclusion and sense of belonging.
- Lead and develop the Student Council, ensuring pupils have meaningful opportunities to contribute to school life and development.
- Ensure pupils have access to appropriate mental health and wellbeing support.
- Promote positive behaviour through clear expectations, relationships, recognition and rewards.
- Support effective responses to pupils experiencing behavioural, emotional, social or family difficulties.
- Ensure pupils' individual needs and circumstances are understood when planning pastoral support.
- Work closely with staff, families and professionals to reduce barriers to engagement and positive outcomes.

Pastoral Leadership & Whole-School Development

- Take strategic and operational responsibility for the school's approach to behaviour and rewards.
- Lead and develop the House System to strengthen school identity, belonging and positive participation.
- Oversee the Student Council and ensure pupil voice contributes meaningfully to school improvement.
- Lead the school's enrichment programme, ensuring pupils have access to purposeful and engaging opportunities beyond the core curriculum.
- Coordinate and support school events, celebrations and community activities.
- Develop strong parental and community partnerships that enhance opportunities and outcomes for pupils.
- Lead and develop Friends of SENDSCOPE, encouraging positive engagement from families and the wider school community.
- Provide strategic oversight of the school's approach to pupil mental health and family liaison through effective line management.
- Deputise for and support the Principal as required.
- Undertake other reasonable leadership duties appropriate to the role and contribute fully to the effective leadership of SENDSCOPE Independent School.

Person Specification



Criteria	E / D	Assessment
Qualified Teacher Status (QTS) or equivalent recognised teaching qualification	E	Application / Pre-employment checks
Relevant degree or equivalent professional qualification	E	Application / Pre-employment checks
Relevant leadership, SEND, safeguarding or pastoral qualification/training	D	Application / Interview
Evidence of ongoing leadership and professional development	E	Application / Interview
Significant experience working with children and young people within an education setting	E	Application / Interview
Experience working with pupils with SEND and/or additional and complex needs	E	Application / Interview
Successful experience in a leadership or management role within an education setting	E	Application / Interview
Experience of leading pastoral provision, behaviour, wellbeing or personal development	E	Application / Interview
Experience of line managing, developing and supporting staff	E	Application / Interview
Experience of developing effective relationships with parents, carers and families	E	Application / Interview
Experience of working effectively with external	E	Application / Interview

agencies and multi-agency professionals		
Experience of developing pupil voice, enrichment, rewards or wider school initiatives	D	Application / Interview
Experience of organising and leading school events or community engagement activities	D	Application / Interview
Strong knowledge and understanding of safeguarding and child protection responsibilities within an education setting	E	Application / Interview
Strong understanding of the relationship between safeguarding, behaviour, attendance, mental health, wellbeing and engagement	E	Application / Interview
Knowledge and understanding of effective approaches to behaviour, relationships and positive reinforcement	E	Application / Interview
Understanding of the needs of pupils with SEND and how additional needs may influence behaviour, communication, engagement and wellbeing	E	Application / Interview
Ability to provide strategic and operational leadership of high-quality pastoral provision	E	Application / Interview
Ability to analyse information, identify trends and use evidence to evaluate provision and inform school improvement	E	Application / Interview
Ability to recognise safeguarding and welfare concerns and take appropriate, timely action	E	Application / Interview

Ability to lead, motivate, challenge and support colleagues effectively	E	Application / Interview
Excellent verbal and written communication skills, including the ability to communicate sensitively and effectively with pupils, families, staff and professionals	E	Application / Interview

How to Apply



If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion please contact Kimberley Perkins our Administration Officer, this can be done by email on k.perkins@sendscope.co.uk or by phone on **0151 931 6804**

Visits to the school are warmly encouraged, please contact Kimberley Perkins for further information.

All applications should be submitted via email to office@sendscope.co.uk

The closing date for receipt of completed applications is **01.10.26**

The Selection Process

We will treat all enquiries, formal and informal, in confidence. The selection process will be as follows:

All applications will be acknowledged by email.

Shortlisting is scheduled to take place on **02.10.26**

Interviews will take place on **09.10.26** at SENDSCOPE Independent School.

Candidates will be offered full feedback on their application and/or interview

Safeguarding Statement



SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

SENDSCOPE Independent School is committed to safeguarding and promoting the welfare of children and young people. We recognise that safeguarding is everyone's responsibility and expect all staff, volunteers and those working on behalf of the school to share this commitment.

We are committed to providing a safe, supportive and inclusive environment in which the welfare and best interests of every child are paramount. All staff are expected to remain vigilant, recognise and respond to safeguarding concerns, and follow the school's safeguarding and child protection policies and procedures at all times.

Our safeguarding practice is underpinned by the statutory guidance set out in Keeping Children Safe in Education (KCSIE). All staff are required to understand their safeguarding responsibilities, complete appropriate safeguarding training and act promptly where they have concerns about a child's welfare.

SENDSCOPE Independent School is committed to safer recruitment. All appointments are subject to appropriate pre-employment safeguarding checks, including satisfactory references, identity and right-to-work checks, an Enhanced Disclosure and Barring Service (DBS) check including a check of the Children's Barred List, and a prohibition check. All appointments are made in accordance with the requirements of KCSIE and the school's safer recruitment procedures.

We promote an open and vigilant safeguarding culture in which concerns about children, and concerns or allegations relating to adults working with children, are taken seriously, reported promptly and managed in accordance with the school's procedures and statutory guidance.

The successful candidate will be expected to demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people and to actively contribute to the safeguarding culture of SENDSCOPE Independent School.

Principal's Closing Message



A final word

Thank you for considering joining SENDSCOPE Independent School.

As our school continues to grow, our purpose remains clear: to create an environment where neurodivergent young people feel understood, valued and able to achieve their full potential. Our values of **Diversity, Inclusion and Opportunity** are at the heart of everything we do.

Every member of our team has the opportunity to make a meaningful difference. As a Vice Principal, you will play an important role in helping our students engage with learning, build confidence and achieve positive outcomes.

We are looking for someone who shares our ambition for our young people and wants to contribute to the next stage of SENDSCOPE's journey.

I encourage you to visit the school and experience our community for yourself. To arrange an informal visit or discuss the role, please contact **Kimberley Perkins on 07951 942 587 or at k.perkins@sendscope.co.uk**.

With best wishes,

Victoria Nolan

Principal

Every Moment Matters



EVERY MOMENT MATTERS

The shaping of young people's lives is at the heart of SENDSCOPE.



SENDSCOPE
Independent School