



SGS

BERKELEY
GREEN UTC

Application Pack – Summer 2026

High Level Teaching Assistant

Salary: up to £29,064 full time equivalent (£25,221 actual salary)

Contract Type: Permanent, term-time only, full time. We would consider flexible working for the right candidate.

Start Date: as soon as possible

Dear Candidate

Thank you for taking the time to read about Berkeley Green UTC and the High Level Teaching Assistant role. I am delighted to share more about our exceptional school and the many reasons why you may wish to join us. We are extremely proud of our inclusive ethos and the way we do things differently; the success, wellbeing and needs of every individual student sit at the very heart of our work. This commitment to inclusion was recognised positively in our recent Ofsted report.

At Berkeley Green UTC, technical knowledge and high-level skills are highly valued. Our students join us in Year 10 or Year 12 to follow one of two specialist pathways: Engineering or Digital Technologies (including Cyber Security). They are ambitious, motivated and committed to succeeding in their chosen field, supported by a strong culture of care and high expectations. As a High Level Teaching Assistant, you will play a vital role in helping students overcome barriers to learning, achieve their potential and thrive both academically and personally.

The UTC opened in 2017 to meet the needs of local employers, who played a key role in designing both the building and its facilities. As a result, our students benefit from outstanding resources, industry-standard equipment and excellent support, all within a modern, state-of-the-art campus. Our staff are dedicated professionals who work collaboratively to ensure every student receives the guidance and encouragement they need to succeed.

Even a short visit to the UTC quickly highlights what makes us distinctive: a strong culture of professionalism and respect. Our young people are polite, inclusive and considerate of others. They take pride in their appearance and conduct themselves well. As a small school, we know every student as an individual and work closely together, on a first-name basis, to ensure no one is overlooked. This creates an environment in which pastoral support, targeted intervention and positive relationships can have a genuine impact.

Our curriculum combines academic and technical learning, with both pathways valued equally. Students progress to Russell Group and other universities, apprenticeships, further education or skilled employment. Alongside excellent employer engagement, we are sponsored by the University of Gloucestershire. Students benefit from regular talks, events, work experience and trips that broaden their horizons. As a result, we are among the top schools nationally for apprenticeship outcomes.

In short, it is a privilege to work in a setting where you can build strong relationships, support students to overcome challenges, and make a genuine difference to their educational journey, all within exceptional facilities and a strong inclusive culture. We are truly unlike any other school in the area. If this sounds too good to be true, we warmly invite you to come and see for yourself.

With very best wishes

Gareth Lister
Headteacher

Berkeley Green UTC – Who are we?

Opened in September 2017, Berkeley Green UTC is one of Gloucestershire's newest educational institution providing the high quality academic education you would expect from a school with the technical and employer focused education of a college.

Students join us for their GCSEs in Year 10 or A Levels and Technical Qualifications in Year 12 and thrive in this dynamic learning environment. Our work with employers gives you the competitive edge when looking for employment within the areas of Engineering, Digital Technologies and Cyber Security as well as giving you the first class education that you would also expect from a secondary school or sixth form setting.



The UTC provides specialist high quality vocational and academic education for learners aged 14-19 with a strong interest in Engineering, Digital Technologies and Cyber Security. Berkeley Green UTC is one of about fifty University Technical Colleges nationally.

As with all UTCs, Berkeley Green UTC's curriculum has been developed in partnership with employers, who have taken an active role in the

development of the UTC. Students follow the national curriculum enabling them to achieve the same number of GCSEs that they would in a school, but because of the longer school days they also have an additional forty percent of their time focused on undertaking specialist vocational education and projects led by employers in the areas of Engineering, Cyber Security and Digital Technologies. This enables students at a UTC to become more attractive to employers as they have practical, relevant skills as well as having the same excellent education and qualifications that they would get within a secondary school or sixth form.



Job Description

Job Title	High Level Teaching Assistant
Organisation	Berkeley Green UTC
Reporting to:	SENCO
Main Purpose of the role	
- To make a strong contribution to students learning and achievement. - Contribute to the successful running of the SEND team	
Key Tasks / responsibilities:	
Learning and achievement - Effective contribution to teachers' planning and preparation of lessons. - Students and colleagues receive feedback on students learning and behaviour. - Effective selection and preparation of teaching resources, that meet the diversity of students needs and interests. - Teachers are supported in evaluating students' progress through a range of assessment activities. - Students responses to learning are monitored and future approaches to preparing learning are modified accordingly. - Lead small group intervention sessions in which clearly structured teaching and learning activities are used, which interest and motivate students and advance their learning. - Effective and sensitive communication with students occurs, which supports their learning. - Inclusion of all students in learning activities is promoted and supported. - Behaviour management strategies are used in line with the UTC's policy and procedures, which contribute to a professional learning environment.	
SEND team support - Mentoring new learning support assistants and teaching assistants. - EAA initial assessments and EAA paperwork that needs to be collated prior to assessment - Collation of teacher feedback for EAA, ASD questionnaires, etc - Supporting with MyPlan and EHCP targets during termly reviews - - MyPlan targets with students - Sending out termly EHCP target outcomes for feedback from staff, to be used to inform the annual review - Support with EHCP related outcomes, specific to individual need	
Key Interfaces	
- SENDCo - Pastoral support team - Tutors and teaching staff - Students	
Author and Date	
Gareth Lister July 2026	

Person Specification

Criteria	Essential	Desirable
Awarded, or working towards HLTA status	✓	
A qualification in English and Maths equivalent to a GCSE at grade 4/C+	✓	
Sufficient understanding of the academic and technical curriculum that the UTC offer	✓	
Significant experience of supporting students aged 14+ in their studies.	✓	
Demonstrable understanding of the factors that can affect the way students learn	✓	
Demonstrable awareness of the statutory frameworks relevant to the role of Higher Level Teaching Assistant.	✓	
An understanding of the legal definition of Special Education Needs (SEN) and the SEN Code of Practice.	✓	
Demonstrable awareness of a range of methods to establish and to promote good behaviour by pupils.	✓	
Excellent quality of spoken and written communication.	✓	
Builder and maintainer of positive, professional relationships with all.	✓	
Tenacity and resilience under pressure and against the odds.	✓	

Child Protection and Safeguarding

The successful applicant will be required to obtain and maintain a satisfactory Disclosure Certificate, Enhanced with Children's Barred list check, as a requirement of the job.

South Gloucestershire and Stroud Academy Trust welcomes applications from all sectors of the community and is an equal opportunities employer.