



SGS

**BERKELEY  
GREEN UTC**

Application Pack – Autumn 2026

## **Learning Support Assistant**

*Salary: up to £25,583 full time equivalent (£22,201 actual salary)*

*Contract Type: Fixed term until 31/8/27, 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 Learning Support 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.

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 subject specialists who also benefit from high-quality professional development.

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.

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 fully engage with your area of expertise, support students who share your enthusiasm, and make a genuine difference, supported by 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

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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Learning Support Assistant |
| <b>Organisation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Berkeley Green UTC         |
| <b>Reporting to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SENCO                      |
| <b>Main Purpose of the role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
| To support students with all aspects of their learning enabling them to develop the knowledge, understanding and skills necessary to reach their full potential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| <b>Key Tasks / responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <ul style="list-style-type: none"> <li>To act as a champion for young people with additional learning needs</li> <li>To take a highly active role in supporting students to achieve their goals and qualifications</li> <li>To work collaboratively with teaching staff and others to support learner progress and achievement through 1:1 or small group support</li> <li>To have a particular focus on the development of literacy skills under the guidance of the English Department</li> <li>To supervise the students during the times when they are not directly supervised by teaching staff</li> <li>To adapt/modify curriculum materials as necessary</li> <li>To work closely with the SLT, SENDCo, pastoral support team and teaching staff to identify ongoing support needs of vulnerable students.</li> </ul> <p>Within the Wider UTC</p> <ul style="list-style-type: none"> <li>To support students in positively managing their own behaviour.</li> <li>To supervise private study sessions for groups of students.</li> </ul> |                            |
| <b>Key Interfaces</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| <ul style="list-style-type: none"> <li>SENDCo</li> <li>Pastoral support team</li> <li>Tutors and teaching staff</li> <li>Students</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
| <b>Author and Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| Gareth Lister June 2026but keep it the same length. It should include details of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |

## Person Specification

| Criteria                                                                                                                     | Essential | Desirable | Assessed by           |
|------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------|
| <b>Qualifications and attainments</b>                                                                                        |           |           |                       |
| A qualification in English/Literacy to at least level 2 of the National Vocational Qualifications framework                  | ✓         |           | Application           |
| Further qualifications related to special educational needs                                                                  |           | ✓         | Application           |
| First Aid training (including resuscitation procedures for children)                                                         |           | ✓         | Application           |
| <b>Experience and knowledge</b>                                                                                              |           |           |                       |
| Proven track record of recent experience of working within Secondary Phase                                                   |           | ✓         | Application/Interview |
| Experience of supporting pupils with SEN within Secondary Phase                                                              |           | ✓         | Application/Interview |
| Commitment to promoting and safeguarding the welfare of pupils                                                               | ✓         |           | Application/Interview |
| Experience of establishing clear expectations and constructive working relationships through team working and mutual support | ✓         |           | Application/Interview |
| Commitment to an involvement in extra-curricular activities                                                                  |           | ✓         | Application/Interview |
| Experience of working alongside external providers/outside agencies within a school environment                              |           | ✓         | Application/Interview |
| <b>Skills and abilities</b>                                                                                                  |           |           |                       |
| Able to work pro-actively and take initiative                                                                                | ✓         |           | Application/Interview |
| Able to relate and communicate with a range of different audiences                                                           | ✓         |           | Application/Interview |
| Able to communicate with enthusiasm, integrity, resilience, sensitivity, good humour and energy                              | ✓         |           | Application/Interview |
| Able to inspire, motivate and support pupils, parents and staff                                                              | ✓         |           | Application/Interview |
| Excellent written and communication skills                                                                                   | ✓         |           | Application/Interview |
| Well developed IT skills                                                                                                     |           | ✓         | Application/Interview |
| Flexible in adapting to the teaching approaches used at the UTC                                                              | ✓         |           | Application/Interview |
| Able to work effectively with staff colleagues.                                                                              | ✓         |           | Application/Interview |

## **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.