



SGS

**BERKELEY  
GREEN UTC**

Application Pack – Summer 2026

## **Pastoral Support Assistant and DDSL**

*Up to £25,583 pro-rated*

*Contract Type: Full Time, Permanent, Term Time Only (39 weeks)*

*Start Date: 1<sup>st</sup> September 2026*

Dear Candidate

Thank you for taking the time to read about the UTC and the Pastoral Support Assistant and DDSL role. I'm delighted to tell you more about our wonderful school and the many reasons why you should consider coming to work with us.

At Berkeley Green UTC technical knowledge and skills are highly prized. Our students join us in year 10 or 12 to follow one of two specialist pathways: Engineering or Digital Technologies (including Cyber Security). They are highly motivated and determined to do well in their chosen sector.

The UTC was built in 2017 to meet the needs of local employers, and they helped design the building and facilities. As a result, our students have unrivalled access to high-quality resources, equipment and support, and enjoy being on a state-of-the art campus. Staff are experts in their subject areas and benefit from excellent CPD. We have an industry-standard Security Operations Centre as well as a large number of computing classrooms.

Even the briefest visit to the UTC will demonstrate what makes us unique: a culture of professionalism. The young people we work with are polite, respectful and inclusive. They dress smartly and behave appropriately. We are small enough that we get to know every student and we are all on first-name terms.

Our courses are both academic and technical; each pathway is valued equally. Students progress to courses at Russell Group and other universities, to apprenticeships, Further Education or employment. In addition to outstanding support from local employers, we are also sponsored by the University of Gloucestershire. Our students have access to a wide range of regular talks, events, work experience and trips to help broaden their progression opportunities. As a result, we are in the top ten schools nationally for students gaining apprenticeships.

In short, it is a privilege to work in a setting where you can really immerse yourself in the area you are passionate about with students who will share your enthusiasm, and with fantastic resources at your disposal. We are quite unlike any other school in the area.

If this all sounds too good to be true, 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 institutions, 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. SGS Berkeley Green UTC is one of about fifty University Technical Colleges nationally.

As with all UTCs, SGS 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

<b>Job Title</b>	Pastoral Support Assistant and Deputy Designated Safeguarding Lead
<b>Main Purpose of the role</b>	
<ul style="list-style-type: none"> <li>• To act as deputy designated safeguarding lead for the UTC.</li> <li>• To support the DSL with safeguarding and pastoral related administrative duties.</li> <li>• To support the academic, social, moral and cultural development of students as well as their health and well-being.</li> </ul>	
<b>Key Tasks/Responsibilities:</b>	
<p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.</li> <li>• Model and promote the positive values, attitudes and behaviours expected from the students with whom they work.</li> <li>• Dealing with any immediate problems or emergencies according to the UTC's policies or procedures.</li> <li>• Show flexibility in carrying out duties as required and know when to seek help and guidance</li> </ul> <p><b>Specific Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To deputise for the DSL in their absence.</li> <li>• To monitor and respond to cases logged on the My Concern database.</li> <li>• To take responsibility for collecting and transferring electronic safeguarding files when a student moves on or arrives at the UTC.</li> <li>• To refer individual cases of suspected abuse to the relevant Local Authority (LA), Children Services area (following SSCB guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to Child Protection.</li> <li>• To participate in regular meetings with this team to discuss and share information.</li> <li>• To support the UTC to be compliant with the 'Prevent' duty requirements.</li> <li>• To liaise with the Designated Safeguarding Lead or Headteacher to inform them of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.</li> <li>• To liaise with staff on matters of safety and safeguarding. Act as a source of support, advice and expertise for staff.</li> <li>• To attend and action CP conferences, Child In Need, strategy, core group and team around the family meetings, having collected and collated the necessary information.</li> <li>• To monitor Operation Encompass messages and follow up as necessary.</li> </ul>	

- To maintain close communication with feeder schools to ascertain and inform regarding sibling links.
- At the direction of the DSL, updating and administrating the My Concern system so that safeguarding records are complete and up-to-date.
- To maintain close communication with feeder schools to ascertain and inform regarding sibling links.
- Coordinate the administration of MyPlan/MyPlan+ cases, supporting students and families in plan creation and reviews, ensuring processes are followed, liaising with senior leaders and staff, and maintaining accurate, up-to-date records.
- Delivering specific interventions to support children's emotional literacy and self-regulation
- Carrying out check-ins for key children to support their wellbeing and sense of belonging
- Being on call to support children who are struggling with their behaviour

**Other activities**

- To maintain accurate and detailed records,
- To contribute to the production of reports, case studies and evaluations.
- Being on duty as part of the UTC rota of staff during break-times etc
- Other reasonable activities as directed by the DSL or members of SLT, subject to the needs of the UTC.

As the needs of SGS-AT change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

Criteria	Essential	Desirable	Assessed by
<b>Qualifications &amp; Attainments</b>			
To have a good standard of education including literacy / numeracy	✓		Application
GCSE Grade C/4 in English & Maths and capability of NVQ level 3 in relevant field.	✓		Application
Be willing to participate in CPD	✓	<input type="checkbox"/>	Application / Interview
Willingness to undertake further relevant study or training		✓	Application / Interview
<b>Experience &amp; Knowledge</b>			
Able to manage the behaviour needs of individual students		✓	Application / Reference
Knowledge of safeguarding practice in schools		✓ <input type="checkbox"/>	
Know and able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, safeguarding and SEN, GDPR	✓		Interview / Reference
Good organisational and interpersonal skills	✓		Application / Interview / Reference
The ability to plan, review and carry out duties without supervision	✓		Interview / Application
Experience working in education	<input type="checkbox"/>	✓	
<b>Skills &amp; Abilities</b>			
Professionally confident with highly developed effective PR, written & verbal communication & interpersonal skills	✓		Application / Interview / Reference
Enthusiastic, optimistic with a sense of humour	✓		Interview
Positive & practical approach to change & challenge	✓		Interview
Capacity to innovate, inspire & motivate	✓		Interview / Application / Ref
Clear vision & values	✓		Interview / Application
Effective organisational & administrative skills	✓		Interview

Effective user of new technologies	✓		Interview / Application
Good team player, sharing accountability for achievement & success	✓		Application / Reference
Knowledge & understanding of health and safety, safeguarding, preventing extremism & radicalisation and SMSC		✓	Interview / Application / Ref
Willing to challenge inefficiency, ineffectiveness or complacency	✓		Interview / Application / Ref
<b>Essential Attributes</b>			
<b>Initiative:</b> Demonstrating the willingness & ability to use initiative – whether that means deciding on necessary action & following it through - or suggesting ways to work in a better way.	✓		Application / Interview
<b>Interpersonal Skills:</b> The ability to communicate & interact with other people in a way that promotes cooperative relationships	✓		Application / Interview
<b>Teamwork:</b> The willingness and ability to collaborate & work closely with colleagues in a mutually supportive manner	✓		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.