



SGS

# BERKELEY GREEN UTC

Application Pack – Summer 2026

## **Pastoral Support Practitioner**

*Up to £25,583 pro-rated*

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

*Hours: 37 hours per week*

*Apply By: 3<sup>rd</sup> July 2026*

*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 Practitioner 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. 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

<b>Job Title</b>	Pastoral Support Practitioner
<b>Main Purpose of the role</b>	
<ul style="list-style-type: none"> <li>To work with the senior leadership team, Pastoral and Behaviour Support (PBS) team and other colleagues to implement Berkeley Green UTC's vision, curriculum, policies and practices.</li> <li>To support the academic, social, moral and cultural development of students as well as their health and well-being.</li> <li>To act as a first port of call for all student concerns.</li> <li>To provide 1:1 guidance and support to students.</li> <li>To promote and secure the educational progress, wellbeing, and support of looked-after and previously looked-after pupils within the school.</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>Behaviour for Learning</b></p> <ul style="list-style-type: none"> <li>Working as part of the Pastoral Behaviour Support (PBS) team to implement the UTC Behaviour for Learning Policy on a day-to-day basis.</li> <li>Supporting students who have been removed from lessons so that they can access appropriate learning.</li> <li>Investigation of any bullying or poor behaviour incidents throughout the UTC, as directed by the pastoral leader for safeguarding and behaviour.</li> <li>Recording and communicating behaviour for learning information in a manner that is timely, appropriate and accurate.</li> <li>Communicating with staff, parents and other stakeholders.</li> <li>Celebrating positive behaviour for learning.</li> </ul> <p><b>Student liaison</b></p> <ul style="list-style-type: none"> <li>Acting as a first port of call for all pastoral student concerns and determining the appropriate area for support.</li> </ul>	

- Provide basic first aid support when required.
- Meeting with individual students to listen to their concerns and help remove barriers to their learning.
- Providing a positive and caring safe space for students at times of crisis and signposting for further services.
- Provide mentoring support to individuals who need regular 1:1 intervention
- Liaise with the Employability Co-ordinator to support students in identifying and working towards appropriate progression opportunities and, as appropriate, offering 1:1 guidance.

#### **Stakeholder relationships**

- Building positive and collaborative relationships with all stakeholders, including colleagues, parents/carers and external agencies, to ensure that the needs of students are met.
- Maintaining regular, high quality communication with stakeholders as appropriate to the circumstances, and keeping excellent records thereof.
- Communicate with parents and carers when required to do so.

#### **Safeguarding and Looked After Children**

- At the direction of the DSL, support in the maintenance of relationships with external agencies, including representing the UTC at relevant meetings and case conferences, in order to ensure that the needs of students are met.
- To champion the educational achievement, safety, and wellbeing of looked-after children (and previously looked-after children) by ensuring they receive appropriate support, monitoring, and advocacy within the school.
- To co-ordinate feedback from staff in the support of PEPs for looked after children
- Lead and coordinate Personal Education Plan (PEP) meetings, ensuring all relevant professionals contribute and the pupil's voice is included.
- Set and review clear, measurable educational targets within the PEP, tracking progress and identifying support needs.
- Ensure effective use and accountability of Pupil Premium Plus funding, linking spending directly to agreed outcomes in the PEP.

#### **Other activities**

- To maintain accurate and detailed records,
- The coordination and maintenance of data and statistics relating to behaviour and attendance,
- 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
- Representing the UTC at Open Days and Open Evenings
- Other reasonable activities as directed by the Head of VIP 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 and attainments</b>			
Grade C or above in GCSE English and mathematics	✓		Application form
Qualification in competency related to specific area within the role.		✓	Application form
<b>Experience and knowledge</b>			
Experience of working in a school		✓	Application form
Experience of working within a team	✓		Interview
Knowledge of behaviour and safeguarding systems		✓ <input type="checkbox"/>	Application form/ interview
An interest in education		✓	Application form/ interview
<b>Skills and abilities</b>			
Excellent email management, word processing and spreadsheet skills	✓		Interview
Ability to work quickly, accurately and under pressure.	✓		Interview
Ability to problem solve	✓ <input type="checkbox"/>		Interview
Excellent interpersonal skills and ability to communicate effectively with a range of UTC stakeholders	✓ <input type="checkbox"/>		Interview
Ability to plan own workload and be aware of other colleagues' priorities	✓		Interview
Good organisational and time-management skills	✓		Interview
Ability to create effective working relationships	✓		Interview
<b>Essential Trust Attributes</b>			

<p><b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.</p>	✓		Application form/ interview
<p><b>Influencing skills:</b> The ability to persuade others.</p>	✓		Application form/ interview
<p><b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.</p>	✓		Application form/ interview
<p><b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.</p>	✓		Application form/ 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.