SGS

BERKELEY GREEN UTC

Application Pack – Winter 2026

Curriculum Support Officer: Cover Supervision and SEND Support

£30,023 pro-rated. Actual salary £26,054

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

Start Date: 1st January 2027

Dear Candidate

Thank you for taking the time to read about the UTC and the Curriculum Support Officer 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?

Berkeley Green UTC is a specialist STEM school and sixth form for students aged 14 to 19, offering an innovative blend of academic and technical education. Opened in September 2017, the UTC was established to help meet the growing demand for highly skilled engineers, digital specialists and cyber professionals, while providing students with the high-quality education expected from a successful secondary school and sixth form.

As a University Technical College (UTC), we are part of a national network of schools specialising in technical and professional education. UTCs are designed in partnership with employers and universities to ensure that students develop the knowledge, skills and experiences required for success in further study and future careers. Students join Berkeley Green UTC in Year 10 or Year 12 and follow one of two specialist pathways: Engineering or Digital Technologies, including Cyber Security.

Our curriculum combines academic excellence with practical, industry-focused learning. Alongside GCSEs, A Levels and technical qualifications, students work on real-world projects, engage with industry experts and gain valuable insights into modern workplaces. This approach enables students to develop both the technical expertise and employability skills that universities and employers value highly.

Students benefit from outstanding facilities, industry-standard equipment and strong partnerships with local, regional and national employers. These partnerships provide opportunities for employer-led projects, work experience, mentoring and careers education that help bring learning to life.

Berkeley Green UTC is proud to be part of the BDET (Berkeley Education Trust), a family of schools committed to delivering exceptional educational opportunities for young people. Through collaboration across the Trust, we benefit from shared expertise, professional development and a collective commitment to educational excellence.

Today, Berkeley Green UTC is recognised for its inclusive culture, high expectations and strong outcomes. Our mission is to inspire and equip young people with the knowledge, skills and confidence to shape the future, ensuring every student is prepared to thrive in an increasingly technological world.

Job Description

Job Title	Curriculum Support Officer: Cover Supervision and SEND Support

Main Purpose of the role

- To deliver high quality cover lessons, supervision and support for students within and outside lessons
- To work with students and parents/carers to identify barriers which are preventing them from displaying the UTC values and support their development.
- To work alongside the SENCo to support identified students.

Key Tasks/Responsibilities:

General Requirements

- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Model and promote the positive values, attitudes and behaviours expected from the students with whom they work.
- Dealing with any immediate problems or emergencies according to the UTC's policies or procedures.
- Show flexibility in carrying out duties as required and know when to seek help and guidance

Cover and Study Supervision

- To take sole charge of a group or class in the short term or unforeseen absence of their usual teacher.
- Lead timetabled study sessions for key stage 4 students.
- Supervise students and their learning within the context of the learning environment, in accordance with the work set. Supervise other adults normally present in the learning environment e.g. LSAs.
- Registering attendance in accordance with UTC policy
- Responding to any questions from students about process and procedures and the work that they are engaged in.
- Supporting students use of associated resources.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment.
- Collect completed work after the lesson and return it to an appropriate teacher with comments on any learning issues arising and progress made.

- Report back as appropriate using the UTC's agreed referral procedure (Arbor) on the behaviour of students during the lesson(s) and any issues arising.

SEND Support

- To act as a champion for young people with additional learning needs
- To take a highly active role in supporting students to achieve their goals and qualifications
- To work collaboratively with teaching staff and others to support learner progress and achievement through 1:1 or small group support
- To supervise the students during the times when they are not directly supervised by teaching staff
- To adapt/modify curriculum materials as necessary
- To work closely with the SLT, SENDCo, pastoral support team and teaching staff to identify ongoing support needs of vulnerable students.

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
Qualifications & Attainments			
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	✔		Application / Interview
Willingness to undertake further relevant study or training		✔	Application / Interview
Experience & Knowledge			
Able to manage the behaviour needs of individual pupils		✔	Application / Reference
Experience of working with children with SEND.		✔	Application / Interview
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
Possess effective classroom management skills (behaviour, activities, resources, learning space)	✔		Interview / Application
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		✔	
Skills & Abilities			
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
Essential Attributes			
Initiative: 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
Interpersonal Skills: The ability to communicate & interact with other people in a way that promotes cooperative relationships	✔		Application / Interview
Teamwork: 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.