



eutc

elstree  
university  
technical  
college

# learning support assistant

application pack





# principal's introduction

Dear candidate,

Thank you for your interest in working at Elstree UTC as a Learning Support Assistant. This is a brilliant place to innovate, make and learn. The Elstree University Technical College opened in September 2013 and offers a unique education for students aged 14 to 19 specialising in behind the scenes multimedia production, digital technologies and the entertainments industry. We provide core academic education alongside technical, vocational learning designed to develop learners to be creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and opportunities to be employed in the media industries where there is currently a substantial skills shortage.

This is a creative college full of vitality and enthusiasm. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. EUTC benefits from leading academic and industry partners and aims to be a centre of excellence and the national leader specialising in education for the entertainment, film, television, theatre, visual arts and digital communication industries.

As a new college, we are still expanding and developing our curriculum. We currently have around 400 students on role and we expect to have 600 (full capacity) by 2019. This position provides a real opportunity for a proactive and inspiring Learning Support Assistant who can be part of driving forwards the delivery of Learning Support at this innovative college. This department is a very significant and valued area of pastoral support to our students at Elstree UTC. We welcome and encourage prospective candidates to come and see us and get a feel for our college.

Thank you again for your interest in being a part of the support team at Elstree UTC and working with the creative, curious learners we work for.

Yours faithfully



Chris Mitchell  
Principal

Please note that references will be sought for all candidates prior to interview.

The Elstree UTC is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Disclosure and Barred Service Certificate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.





The EUTC was opened in September 2013, as a comprehensive 14-19 college, to provide specialist education within the creative media arts. Now about to entering its fifth year it has established itself as a learning centre that offers a different approach to mainstream education for young people who share our passion for the creative media arts and culture industries.

The college aims to create an environment in which our students can achieve their maximum potential. Through high expectations and individualised challenge we prepare our students to become consummate professionals in the creative technology sector. The college currently has 400 students on role. Approximately 200 are aged 14 - 16 with the rest being part of our sixth form. Students come from all walks of life and share a passion for what we do at the college creating a compassionate and cohesive cohort of young people.

The successful candidate will join our small, friendly and supportive team of experienced staff. The school offers excellent opportunities for CPD and we have previously offered successful teacher training programmes (through Schools Direct, provided by our university partner), a great starting point for candidates looking to gain Qualified Teacher Status in the future.



# learning support assistant

**Responsible to:** Assistant Principal (Behaviour and SEND)

**Purpose:** Working directly with our SENDCo, and assistant principal for behaviour and safety, and other experienced teaching professionals providing support and guidance.

**Key Accountabilities:** Student learning support and wellbeing.

## job description

EUTC is seeking to appoint an outstanding graduate to deliver an area of our inclusion and learning support intervention programme. This role offers an excellent opportunity for aspiring teachers, or those considering a future career in education (eg. Educational Psychology, Speech and Language), to gain invaluable experience working directly with the college SENDCo and Student Services team. The successful candidate will be directly involved in envisioning and implementing a programme of powerful support for 14 - 19 year old students who face barriers to their learning (such as those who are disadvantaged or have learning needs).

Working directly with our SENDCo, and assistant principal for behaviour and safety, and other experienced teaching professionals providing support and guidance, your role will be to:

- implement personalised learning programmes with individual students / groups in or outside lessons
- assist teachers in planning lessons and resources for a particular subject area
- enhance the provision for students by taking responsibility for specific long-term projects or short-term learning activities
- support teachers in monitoring pupils and assessing, recording and reporting on pupil achievement, progress and development
- co-tutor a form group and contribute towards enrichment and extra-curricular provision

## person specification

- Good degree (minimum 2.1) in a relevant subject.
- Knowledge/experience of working 1-1 with students with ASD and ADHD would be highly desirable.
- Working with students who have Education and Health Care Plans
- Ensure students are supported both academically and emotionally.
- Plan intervention sessions with 1-1 students.
- Genuine and demonstrable interest in working with young people and education.
- Commitment to achievement for all, regardless of background or ability.
- Excellent literacy and communication skills.
- Ability to lend subject-specialism to the learning and development of secondary-school students.
- Enthusiasm, initiative, resilience and proactivity.
- Willingness to learn and participate in a dynamic educational setting.
- Ability to be a role-model to young people.
- No prior teaching, educational training / qualification is necessary. Full training and guidance will be provided.

Experience of working with young people is desirable. An area of interest or skill in line with our specialism is desirable but not essential.

Successful candidates will be included in our structured appraisal process and wide range of training and development opportunities.







## how to apply

To apply, please visit our Times Educational Supplement recruitment page:

Complete the online application and submit.  
We will be in touch shortly after your application has been received.

Please visit  
[www.elstreeutc.co.uk/vacancies](http://www.elstreeutc.co.uk/vacancies)  
for further information about working with us at  
Elstree University Technical College

## about us

Learn more about our college:

Visit us at [www.elstreeutc.co.uk](http://www.elstreeutc.co.uk) for all the latest news and events.

Head over to our [YouTube channel](#) to check out the content produced by our students and in-house production company 'EUTC Productions'.

Visit our [Instagram](#) account for behind-the-scenes images from the EUTC campus.

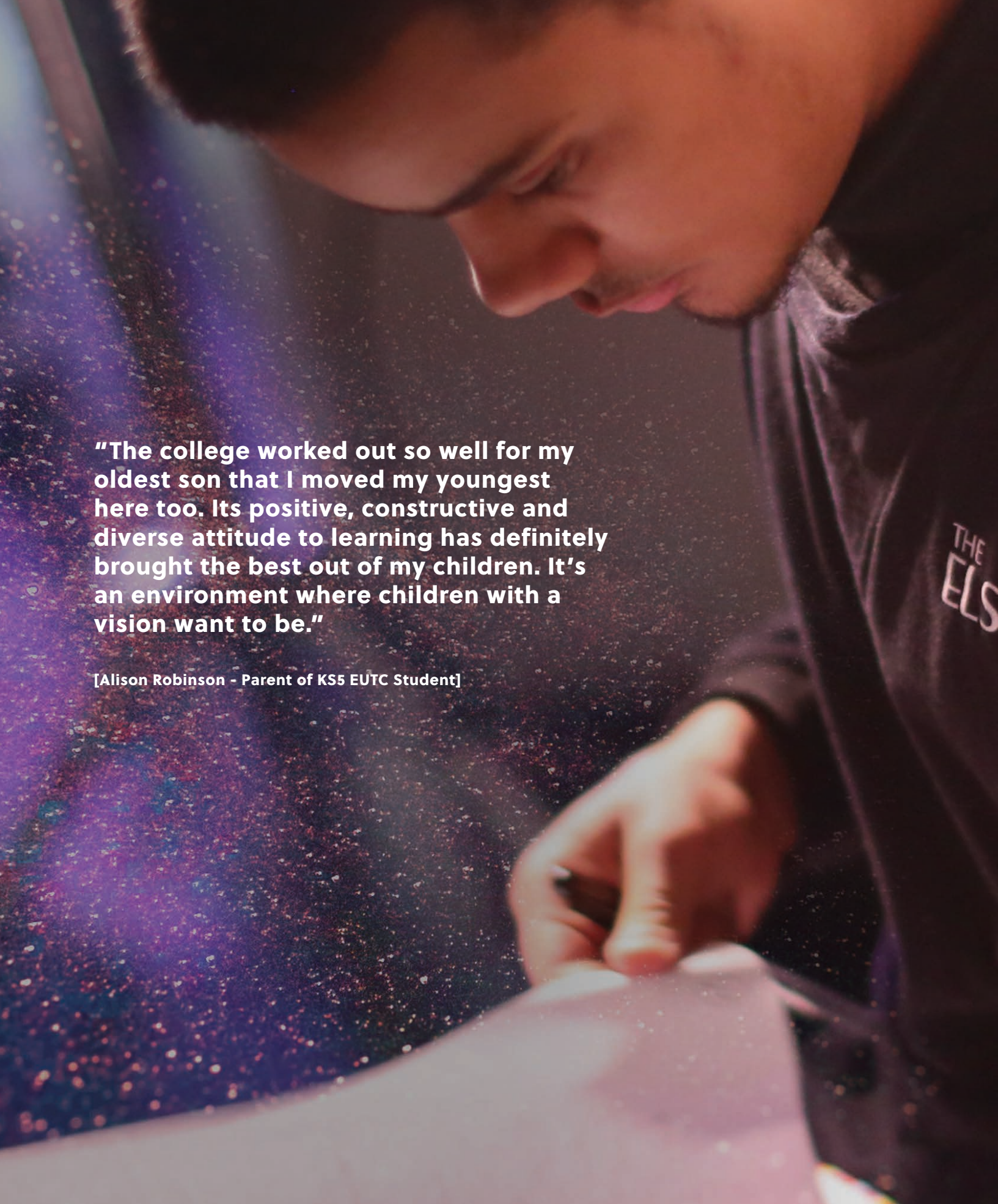
Follow our [Twitter](#) and [Facebook](#) accounts.

Please note that references may be sought for all candidates prior to interview.

Elstree University Technical College is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Disclosure and Barred Service Certificate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.





**"The college worked out so well for my oldest son that I moved my youngest here too. Its positive, constructive and diverse attitude to learning has definitely brought the best out of my children. It's an environment where children with a vision want to be."**

**[Alison Robinson - Parent of KS5 EUTC Student]**