



Job Vacancy Achievement Tutor (Support Staff)

Salary:	Points 15 to 17 of the SFCA Support Staff pay scale, currently £32,199.00 to £34,253.00 per annum FTE (reduced to £28,306.81 to £30,112.53 per annum for term-time working)
Working Hours:	37 hours per week, 8:30 am – 4:30 pm, Monday to Thursday, 8:30 am – 4:00pm Friday, term-time only plus 37 additional hours to be worked throughout the year as required for the role (equivalent of 40 weeks per year)
FTE:	0.87912088
Pension:	West Yorkshire Pension Fund, plus Death in Service Grant of 3 x your annual salary
Contract type:	Permanent
Other benefits:	• Access to the Schools Advisory Service EAP, offering counselling, physiotherapy and other support services • Free use of onsite gym facilities (6.45 am to 8.15 am and 4.00 pm to 7.00 pm) • Eye test vouchers • Flu vaccination vouchers • Cycle to work salary sacrifice scheme • Health and wellbeing events throughout the year, including a dedicated staff wellbeing day • Enhanced maternity and paternity pay • Opportunities for personal and professional development
Closing date:	Monday, 7 September 2026 @ 4:00pm
Start date:	As soon as possible, pending checks

Here at Greenhead College, we have several Achievement Tutor vacancies in this newly created role. We're looking for people from all walks of life who know how to connect with and support young people aged 16–19. You might already be working in a school or college, for example as a teacher, teaching assistant, learning assistant or cover supervisor, or you could be coming from youth work, social care, SEND, safeguarding, sports coaching, mentoring, community or voluntary roles, health or wellbeing services, or any environment where supporting young people is central. What matters most is that you can build trust, show genuine empathy, and hold high expectations; that you stay calm under pressure and handle complex situations with professionalism; and that you are organised, proactive, and confident using data and systems. Above all, you believe every young person deserves the chance to succeed, and you're ready to play a part in making that happen.

Greenhead College is situated on a welcoming and attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are just a short drive from the M62 and within walking distance of both the train and bus stations, making the College highly accessible for applicants from across the Northwest and Yorkshire.

Approximately 2900 students attend the College studying predominantly A Level courses across 35 subjects. The academic structure of the College is based on Heads of Curriculum

who are subject specialists. The College also employs a team of Tutors, experienced in pastoral care, careers guidance and trained in Mental Health First Aid. Alongside their academic studies, students benefit from a rich extra-curricular enrichment offer and a wide range of project and work placement opportunities through our *Step Into Your Future* scheme.

Our commitment to student and staff well-being is reflected in our achievements. In July 2024, we received the Further Education Mental Health Gold Award in recognition of the comprehensive support we provide. In March 2025, OFSTED once again graded the College as 'Outstanding' in all six key areas, and as making a strong contribution to skills needs, identifying no areas for improvement. Most recently in April 2025, we were honoured to be named Further Education College of the Year at the Educate North Awards. These accolades highlight the dedication and high standards demonstrated by our students and staff across all roles.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic priorities.

This is an exciting time to be joining us. We were one of only 50 schools and colleges nationally to receive multi-million-pound funding for a new four-storey science building, which opened in November 2023, with the final building work and landscaping completed in August 2025. We continue to invest in our facilities and have an ambitious capital investment plan spanning the next five years.

As an Achievement Tutor, you will take overall responsibility for the progress, attendance, wellbeing and next steps of students across multiple tutor groups, providing consistent pastoral and academic support to help them succeed. You will guide students in developing independent learning skills and positive study habits, supporting them to build confidence, overcome challenges and achieve their potential. The role includes delivering engaging tutorials and contributing to the ongoing development of the tutorial programme, while using data effectively to monitor progress, attendance, support needs, SEND requirements and safeguarding concerns, ensuring timely and appropriate interventions are in place. You will maintain accurate records, communicate regularly with parents/carers and staff, and work collaboratively with curriculum teams and wider college services. In addition, you will arrange and lead parental meetings where needed, support students with their progression through UCAS, employment or apprenticeship pathways, contribute to cross-college activities, and have the opportunity to lead enrichment activities. Throughout, you will demonstrate a strong commitment to the College's ethos, values and student centred approach, while remaining flexible to undertake other duties aligned with the role as required.

We are looking for well qualified and motivated individuals with GCSEs in English and Maths (Grade 4/C or above) and either a degree or a Level 3 qualification supported by relevant experience, alongside a willingness to undertake mental health training. You will bring experience of managing competing priorities and handling challenging situations effectively, ideally with young people, and demonstrate strong communication, organisational and IT skills. The ability to motivate and inspire students, work flexibly and collaboratively, and maintain a professional and positive approach is essential, as is a genuine commitment to supporting 16–19 year olds to succeed. While not essential, experience in pastoral care, teaching, safeguarding, supporting disadvantaged students, or using data to monitor progress would be advantageous. Above all, you will be committed to safeguarding, equality and inclusion, and to upholding values such as respect, tolerance and individual liberty, while contributing fully to a high-quality student experience.

Full details of the role and person specification can be found within the job description on the Greenhead College website. Please indicate how you meet the criteria when completing your application.

Applicants should complete and submit the following documents:

- Greenhead College or TES application form;
- A supporting letter of application indicating how you meet the criteria within the job description and person specification;
- Equality and Diversity form.

All applications should be submitted to Jen Rothery, HR and Recruitment Manager, via email address jobs@greenhead.ac.uk

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Greenhead College is committed to creating a welcoming, inclusive and supportive environment for all. We value diversity in our community and actively encourage applications from individuals of all backgrounds.