

Applicant Pack – 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 on site 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
Reports to:	Student Support & Welfare Leads
Closing date:	Monday, 7 September 2026 @ 4:00pm
Start date:	As soon as possible, pending checks.

Welcome Letter

On behalf of Greenhead College, thank you for your interest in the post of Achievement Tutor. We are pleased that you are considering Greenhead College as the next stage in your career, and we hope, subject to matching our criteria, you will apply.

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.

If you have any queries about this role, please contact our Human Resources Team via email jobs@greenhead.ac.uk who will be happy to help.

We look forward to receiving your application.

Best wishes,

Mo Bunter
Principal

Job Description – Achievement Tutor

Duties & Responsibilities:

The Achievement Tutor will work full-time as part of a dedicated team, assisting the work of four Student Support and Welfare Leads in promoting both the academic progress and personal wellbeing of students. The post holder will play a key role in guiding students through their educational journey at the College, contributing to pastoral care, personal development and safeguarding provision.

The role includes responsibility for seven tutor groups and active involvement in the delivery and development of the College's tutorial programme.

Role-specific responsibilities:

1. Be responsible for the progress, attendance, support needs, next steps and wellbeing of students within seven tutor groups.
2. Support students in developing academic skills, independent learning and good study habits.
3. Value students, to support them to thrive, experience success and work through setbacks to help them grow in confidence and to succeed.
4. Deliver tutorials and contribute to the development of the College tutorial programmes.
5. Use data to prioritise, track and monitor student common assessment points, attendance, contracts, SEND needs and safeguarding tiers.
6. In line with policies related to students, ensure timely supportive interventions are in place and up to date.
7. Keep parents/carers and staff informed and updated.
8. Work collaboratively with internal curriculum areas and departments.
9. Accurate record keeping on College systems.
10. Arrange and lead parental meetings where necessary.
11. Support the UCAS, Employment and Apprenticeship application process.
12. Support the College ethos and demonstrate a strong commitment to the College in all aspects and activities.
13. Support the delivery of wider cross College activities.
14. Option to deliver an enrichment activity.
15. In addition to the duties outlined above, the post holder may be asked to carry out other tasks that are broadly aligned with the responsibilities and level of the position. These duties will be reasonable, appropriate and necessary to meet the needs of the College and its students.

Safeguarding:

1. All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

General duties - the post holder will also:

1. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
2. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.
3. Demonstrate day to day commitment to the College's core values of community and mission statement.

Diversity and Inclusion Statement:

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background.

The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Employee Wellbeing Statement:

The College is committed to promoting and supporting employee wellbeing to improve working lives and allow our staff to flourish and reach their potential. The employee wellbeing priorities of the College are integrated throughout, embedded in our culture, leadership, and management. Staff are encouraged to talk about mental health, have good self-care routines, and seek help where needed. Employee wellbeing is an integral part of the College's performance management process, which allows Heads of Departments and the College Leadership Team to regularly review workloads and deadlines in a meaningful way. The College has a holistic framework in place to support staff, including early access to specialist sources of help, such as counselling and physiotherapy, as well as an employee assistance programme, occupational health service and dedicated employee wellbeing days.

Prevent Statement:

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Mo Bunter
Principal

Achievement Tutor - How to Apply

Closing Date:

The closing date for applications is 4:00 pm on Monday, 7 September 2026 and interviews will take place shortly afterwards.

Applicants for this post are asked to:

1. Complete the College's application form or TES application form and Equality and Diversity form.
2. Write a supporting letter of application.

Please send the completed documents to:

Jen Rothery, HR Manager, as an email attachment to jobs@greenhead.ac.uk

Safer Recruitment:

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. 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>

All offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

In line with KCSIE 2025 guidance, all shortlisted candidates will be subject to an online search.

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

Person Specification – Achievement Tutor

	Essential	Desirable
QUALIFICATIONS:		
GCSEs (or equivalent) in English and Maths at Grade 4/C or above	×	
Degree or Level 3 qualification (A-level or equivalent) with significant experience in a similar role	×	
Mental Health training / qualification, or willingness to undertake this training	×	
Teaching qualification		×
Evidence of relevant continuing professional development		×
	Essential	Desirable
EXPERIENCE:		
Experience of successfully dealing with competing priorities	×	
Experience of successfully managing problematic situations, ideally with young people, parents/carers and/or staff to positive outcomes	×	
Experience of working with young people in pastoral care		×
Experience of successfully managing student progress, behaviour and outcomes		×
Experience of teaching		×
Experience of supporting disadvantaged young people		×
Experience of creating outstanding resources and contributing to a scheme of work		×
Experience of dealing with safeguarding issues and or recording incidents on CPOMS		×
	Essential	Desirable
SKILLS & ABILITIES:		
Strong and professional communication skills	×	
Strong organisational skills	×	
Competent in using IT systems (e.g. Microsoft Office)	×	
Ability to motivate, encourage, persuade and inspire students of all abilities	×	
Ability to have a strong classroom presence	×	
Ability to work flexibly, to adapt and to be self-motivated	×	
Ability to work collaboratively as part of a team	×	
Ability to use data effectively		×
	Essential	Desirable
ATTRIBUTES		
A real commitment to, and enjoyment of, working with 16-19 year olds	×	
A commitment to providing students with a high-quality end-to-end College experience	×	
Positive and professional approach with a high level of commitment to the College	×	
Courteous, respectful and a willingness to be flexible	×	

	Essential	Desirable
Innovative and willing to try new things to support students	×	
A proven commitment to safeguarding and promoting the welfare of young people	×	
A proven commitment to diversity and inclusion and an understanding of the College's policies	×	
Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs	×	

The above criteria will be assessed by the: Letter of Application, Interview & Assessments.