



# Job Vacancy

## Additional Learning Support Manager

**Salary:** £35,835.70 to £37,600.69 (£41,257.00 to £43,289 per annum FTE) – Points 27 to 29 of the Support Staff Pay Scale.

**Working hours:** 37 hours per week, Monday to Friday, term-time only plus enrolment week (39 weeks per year).

**FTE:** 0.8685

**Pension:** West Yorkshire Pension Fund – Employer contribution rate of 21.5%, plus Death in Service Grant of 3 x your annual salary.

**Contract type:** Permanent.

**Other benefits:**

- Access to Kirklees Employee Healthcare (e.g. private counselling, physio, etc).
- Eye test vouchers.
- Flu vaccination vouchers.
- Free onsite car parking.
- Cycle to work scheme.
- Health and wellbeing events throughout the year, including dedicated staff wellbeing day.
- Enhanced maternity and paternity pay.
- Personal and professional development opportunities.

**Reports to:** Director of SEND & Inclusion.

**Closing date:** 18 April 2024 at noon.

**Start date:** 27 August 2024.

On behalf of Greenhead College, thank you for your interest in the post of Additional Learning Support Manager.

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 located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station. The College is an easy commute from much of the Northwest and Yorkshire.

The College provides outstanding education to approximately 2750 students who study predominantly A Level courses. The philosophy of the College is based on the principle that each student and staff member is an individual and to be valued. According to the Government performance tables, Greenhead is one of the top performing Sixth Form College nationally.

In March 2022, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified. This is testament to the resilience, ambition and success of our students, and the hard work of staff. Greenhead is both a successful and significant Sixth Form College, with an outstanding local and national reputation.

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 Senior Leadership Team, experienced Governors, and a team of highly skilled teaching and support staff who work collaboratively to deliver the College's key purpose and principles, and strategic objectives.

If you are interested in this vacancy, the full job description and person specification can be found in the application pack.

Applicants should complete and submit the following documents:

- Greenhead College or TES support staff 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](mailto:jobs@greenhead.ac.uk)

The closing date for applications is at noon 18 April 2024 at noon and interviews will be held shortly after.

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>

In line with KCSIE 2023 guidance, all shortlisted candidates will be subject to an online search.

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.