Greenhead College
Be exceptional

Applicant Pack
Additional Learning Support (ALS) Team Leader

Salary: £26,849.14 per annum (£31,324.00 annum FTE) – Point 14 of the Support Staff Pay Scale

Working hours: 37 hours per week, 8:30 am – 4:30 pm, Monday to Thursday & 8:30am – 4:00pm Friday, term-time only (39 weeks per year).

FTE: 0.85714286

Pension: West Yorkshire Pension Fund, plus Death in Service Grant of 3 x your annual salary

Contract type: Permanent

Other benefits:

- Schools Advisory Service EAP, providing access to counselling, physio, etc.
- Free use of Gym facilities onsite (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 dedicated staff wellbeing day.
- Enhanced maternity and paternity pay.
- Personal and professional development opportunities.

Reports to: ALS Manager

Closing date: Wednesday, 19 August 2026

Start date: As soon as possible, pending checks



Welcome Letter

On behalf of Greenhead College, thank you for your interest in the post of ALS Team Leader. 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
Additional Learning Support (ALS) Team Leader

Duties & Responsibilities:

The Additional Learning Support (ALS) Team Leader is a newly established role designed to support the growing and evolving needs of the ALS department. The successful candidate will manage a team of Learning Support Assistants (LSAs), ensuring students receive the support they need to fully engage with all aspects of college life. The successful applicant will be an enthusiastic, approachable, and supportive individual, committed to helping both students and staff succeed. They will be able to adapt their approach to meet the changing needs of learners, build positive relationships, and promote an inclusive culture while working within the College's SEND policies and procedures

Role-specific responsibilities:

1. Lead the team of LSAs (currently 6)
2. Coordinate and manage LSA Timetables
3. Coordinate and manage Exam Access Arrangement invigilation
4. Coordinate and deliver training and professional development opportunities for LSAs
5. Support the LSA performance management process in collaboration with the ALS Manager
6. Work closely with curriculum staff to ensure effective in class support for students
7. To contribute to and deliver interventions for students with additional learning needs
8. To deliver study skills support through 1:1 mentoring sessions or group work.
9. To monitor student support and progress
10. To ensure that any additional support is recorded using the relevant systems.
11. To attend ALS team meetings and training sessions as required.
12. To support students in internal and external exams as required, including the set up and use of use assistive technology
13. To adapt class and assessment of resources to meet individual student needs and coordinate the allocation of resource modifications among staff members
14. To contribute to and attend EHCP annual reviews and parent/carer meetings
15. Attend college open events to promote the Additional Learning Support Provision to prospective students and families
16. To keep up to date with SEND developments in Further Education and in equality and disability legislation
17. Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the college without changing the general character or level of responsibility

Occasional role-specific responsibilities:

18. To provide in class support for students with additional learning needs.
19. To provide support on College trips for students with additional learning needs.
20. In exceptional circumstances there may be a requirement to support students with personal care, appropriate training will be provided

Safeguarding:

21. 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:

22. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
23. 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.
24. Demonstrate day to day commitment to the College's core values of community and mission statement.
25. Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

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

Additional Learning Support (ALS) Team Leader

Closing Date:

The closing date for applications is Wednesday, 19 August 2026 and interviews will take place shortly after.

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, with CV if you consider it useful.

Please send the completed documents to:

Jen Rothery, HR and Recruitment 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 – Additional Learning Support (ALS) Team Leader

	Essential	Desirable
QUALIFICATIONS:		
Educated to degree level or relevant experience (Essential)	**x**	
First aid qualification or willingness to undertake one.	**x**	

	Essential	Desirable
PERSONAL SKILLS:		
Empathetic, approachable, and student-centred in practice	**x**	
Committed to promoting inclusion, independence, and positive student outcomes	**x**	
Calm, resilient, and able to respond appropriately in challenging or sensitive situations	**x**	
Proactive and solution-focused with a flexible approach to supporting students	**x**	
Professional, reliable, and able to maintain appropriate boundaries and confidentiality	**x**	
Willingness to undertake ongoing training and professional development	**x**	
Ability to work independently while contributing positively to the wider team	**x**	

	Essential	Desirable
EXPERIENCE:		
Experience of coordinating, managing and mentoring staff	**x**	
Experience of mentoring, coaching, or supporting young people to develop independence and confidence	**x**	
Working within an educational, youth work, or support setting	**x**	
Maintaining accurate records and monitoring student progress or support interventions		**x**
Experience of modifying resources		**x**
Experience of support students who have Access Arrangements		**x**

	Essential	Desirable
SKILLS / KNOWLEDGE:		
Competence in the use of IT and Data	**x**	
Experience and understanding of the issues related to ALS	**x**	
Ability to demonstrate experience managing, supporting and motivating teams to achieve excellent outcomes for students	**x**	
Effective working knowledge of Microsoft Office	**x**	
Ability to develop supportive and professional relationships with students, staff, and families and external services	**x**	
Strong communication and organisational skills with the ability to manage competing priorities	**x**	
Ability to maintain clear, accurate, and confidential records	**x**	

	Essential	Desirable
ATTRIBUTES		
Courteous, positive, and can-do approach	**×**	

A commitment to quality	**x**	
A willingness to be flexible	**x**	
A proven commitment to safeguarding and promoting the welfare of young people	**x**	
A proven commitment to diversity and inclusion and an understanding of the College's policies	**x**	
Positive and professional approach with a high level of commitment to the College	**x**	

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