



Teaching Assistant

Information for applicants
October 2025



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Welcome from the CEO and Executive Headteacher Anna Robinson



As the Chief Executive Officer (CEO) and Executive Headteacher (EHT) of **MARK Education Trust**, I am proud to lead three schools in East Sussex: **Beacon Academy** in Crowborough, **Uplands Academy** in Wadhurst, and **Hailsham Academy**, an all-through 2–19 school located in Hailsham and Hellingly.

Together, we are driven by a clear mission:

To provide the best possible education for our students, preparing them for life so they can stand equally alongside their peers locally, nationally, and globally.

Our Journey

I was appointed Headteacher of Beacon Academy in 2015 and became Executive Headteacher of MARK Education Trust in September 2022. Since then, the Trust has grown carefully and responsibly to include Uplands Academy in 2022 and Hailsham Academy in 2025.

During my tenure at **Beacon Academy**, we embarked on a transformational journey. In 2019, we celebrated record-breaking A-Level and GCSE results, with our Progress 8 measure making Beacon the **top-performing school in East Sussex for three consecutive years**. We also ranked **first across Sussex and within the top 1.8% of schools nationally**. Beacon's results continue to reflect academic excellence. Our sixth form students consistently achieve highly, with the vast majority of students securing their first-choice destinations - whether that be university, apprenticeship, or employment.

In 2024, following a rigorous Ofsted inspection, Beacon Academy was judged to be **Outstanding** in all categories.

In September 2022, we welcomed **Uplands Academy** (formerly Uplands Community College) into MARK Education Trust. Located in Wadhurst, East Sussex, Uplands is a good school with vast potential, driven by an inspiring student body and a dedicated team of staff. We are proud of the excellent relationships that have developed between staff and students, underpinned by high expectations and a relentless commitment to ensuring that the focus is on each child as an individual.

Our collective drive and ambition for continuous improvement was recognised and validated in January 2025, when Ofsted confirmed that Uplands is a **Good** school in all categories.

Continued overleaf...

About MARK Education Trust

Together, we make a strong, unified team focused on delivering whole school improvement. Centralised business services support our schools to develop and sustain excellence in every classroom. Our schools remain oversubscribed across year groups - a testament to the dedication and impact of our highly skilled and experienced staff.

Guided by our values, we are growing responsibly and with care. Our growth strategy is implemented thoughtfully to ensure that each of our schools retains its unique identity while remaining connected by our shared vision and continuously striving for excellence through collaboration.

In September 2025, we welcomed Hailsham Community College - now **Hailsham Academy** - into the trust. I spent 16 years at Hailsham, beginning as a PE and English teacher and progressing to Head of School, before moving to Beacon, so Hailsham joining our trust also marks a personally significant milestone in my career. As an all-through 2-19 school, Hailsham Academy strengthens our commitment to inclusive, high-quality education.

Join Us

If you share our ambition, values, and belief in the potential of every child, I warmly encourage you to consider joining Beacon Academy. You will be part of an exceptional team within both a thriving school and a growing trust, united in our determination to provide the very best education for all of our young people.

To find out more about who we are and what we stand for, we invite you to visit our [MARK Education Trust website](#).



Anna Robinson
CEO and Executive Headteacher

Welcome to Beacon Academy

A message from Headteacher Keith Slattery



Thank you for your interest in joining Beacon Academy. I have worked at Beacon for over 20 years and was proud to be appointed Headteacher in 2023. It is a privilege to serve this community and to lead the school on its continuing journey of excellence. In 2024, we were judged **Outstanding in all areas by Ofsted** - recognition of the dedication, professionalism and ambition of our staff and the achievements of our students.

Beacon Academy is a split-site, semi-rural, mixed 11–18 academy with 1,664 students, including over 320 in our thriving Sixth Form. Situated in Crowborough, on the edge of the Ashdown Forest and within easy reach of Tunbridge Wells, Brighton, Eastbourne and the south coast, we are an oversubscribed school with a diverse, non-selective intake from more than 10 primary schools and beyond.

Our Sixth Form, located on its own dedicated campus just minutes from our main site, attracts not only our own students but also those from local and international schools. We are proud that the vast majority of our students go on to secure places at their first-choice university, apprenticeship or employment.

At Beacon, we are uncompromising in our ambition for every student. We deliver a broad, knowledge-rich curriculum within a calm, safe and purposeful environment. Our culture is built on unapologetically high standards, a relentless focus on teaching and learning, and exceptional pastoral support. Alongside academic excellence, we place equal emphasis on developing happy, responsible and well-rounded young people – equipping them with the knowledge, character and confidence to thrive in life beyond school. This is achieved through our outstanding support networks, high expectations and a wide range of enrichment opportunities.

As part of MARK Education Trust, together with Uplands Academy and Hailsham Academy, we are motivated, ambitious, resourceful and knowledgeable. Our collaboration ensures that we remain outward-facing, innovative and committed to our shared vision of providing the very best education for every child.

If you share our values and our drive to inspire, challenge and support students to achieve their very best, I warmly invite you to consider joining our exceptional team.

Keith Slattery
Headteacher

TEACHERS' PROFESSIONAL DEVELOPMENT AT BEACON ACADEMY

Routes into teaching

1

School Experience Days
Teaching Assistant
Individual Needs Assistant
Cover Supervisor
All support roles

Early Career Training

3

University College London Early
Career Teacher Training
Bespoke mentoring
Flexible training on SharePoint

Leadership

5

ASCL Training
National College of Education Level 7
Apprenticeship
NPQSL, NPQH, NPQ SEND
East Sussex Aspiring Leaders

Initial Teacher Training

2

PGCE (University of Sussex, University
of Brighton)
School Direct, University of Brighton,
Teach Kent and Sussex
Assessment Only (University of Sussex)
Apprenticeship (funded route)

Development for experienced teachers and middle leaders

4

National Professional Qualifications in
Teacher Development, Leading Literacy,
Behaviour and Culture, Leading Teaching
Pedagogy group
Ongoing curriculum training
Exam board training
Behaviour Working Party
Mental Health First Aider
Spending time in Student Support
Supporting quality assurance
Exam marking
BAT duties
INSET days
Making Our MARK blog
Research Lead Programme

Job Description

JOB TITLE	Teaching Assistant
PAY SCALE	Single Status Pay Scale 3
JOB PURPOSE	To assist in raising achievement by promoting the learning and personal development of all students, including but not exclusively, those with SEND. To raise awareness of those with a specific diagnosed area of SEND need
ACCOUNTABLE TO	SENDCo, Deputy SENDCo and Assistant SENDCo

Main Duties and Responsibilities:

- To aid students to learn as effectively as possible in group situations, remote learning and independently, for example:
 - Directed support in the classroom
 - Liaising/communicating with teachers on a lesson-by-lesson basis to assess best and most effective use of LM support
 - Clarifying and explaining instructions
 - Ensuring the student(s) is able to use materials and equipment provided
 - Motivating and encouraging the students, as required, by providing appropriate levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs to access the curriculum and promote independence
 - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc by following a specifically designed programme, in a 1:1 or small group setting, as directed by the SENDCo
 - Using praise, commentary and assistance to encourage the student to concentrate and stay on task
 - Liaising with class teacher, SENDCo and other professionals about Additional Needs Plans (ANPs)
 - Take direction from qualified teacher and SENDCo to consistently and effectively implement agreed behaviour management strategies
 - Helping to make appropriate resources to support the student(s)
 - Meeting students' physical needs while encouraging independence e.g. help students to change for PE lessons or swimming, clean and reassure students after accidental spillage on clothes, help with mobility around the Academy including wheelchair access
- To establish appropriate supportive relationships with the student(s) concerned and handle all confidential matters with discretion at all times
- To promote the acceptance and inclusion of the student(s) with SEN, encouraging students to interact with each other in an appropriate and acceptable manner
- Give the student(s) feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking students' work, if required
- To support the student(s) in developing social skills both in and out of the Classroom
- To support the use of ICT in learning activities including remote learning, using Teams or similar programs, where required
- To have an appropriate level of understanding on the Code of Practice (COP) and SEND Matrix (not essential)

Job Description continued..

- To provide regular feedback on student(s') learning and behaviour to the teacher/SEND Co, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance
- To use the school's system for recording progress
- To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of LD Dept appearance and access to peripheral learning
- To know and apply all school policies and procedures including reporting student and Academy issues in line with these policies as outlined in the Staff Handbook
- To be aware of confidential issues linked to home/student/teacher/school as required
- To contribute towards reviews of student(s') progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment including social media and other online mediums
- To attend meetings and training sessions as required by the Academy to further your knowledge and be involved in extracurricular activities, e.g. open days, presentation evenings as required
- To supervise students during break/lunch time and to attend Homework clubs as directed (within employed hours)
- Where appropriate (if currently trained), to know and apply positive handling techniques
- To accompany teacher and students on educational visits
- To assist during exam periods, with students who have Access Arrangements including after school extensions

Performance Management

- Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification
- Attend relevant CPD opportunities

General Responsibilities

- To undertake such other duties appropriate to the grade of the post as the Headteacher may from time-to-time reasonably determine

Safeguarding

- Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

Person Specification

ESSENTIAL	DESIRABLE
Qualifications and knowledge <ul style="list-style-type: none"> GCSE Maths and English Grade C or above, or equivalent Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students 	Qualifications and knowledge <ul style="list-style-type: none"> NVQ Level 2 for Teaching Assistants or equivalent Knowledge of SEN Code of Practice
Experience <ul style="list-style-type: none"> Experience of using Information Technology 	Experience <ul style="list-style-type: none"> Experience of working in an educational setting Experience of supporting children in a classroom environment, including those with special educational needs
Philosophy <ul style="list-style-type: none"> Working collaboratively with other team members Equality of opportunity The responsibility of contributing to whole team effort 	Philosophy <ul style="list-style-type: none"> An understanding of Academy status An understanding of SEND as part of the whole curriculum
Skills <ul style="list-style-type: none"> Ability to use language and other communication skills that students can understand and relate to Ability to establish positive relationships with students and empathise with their needs Ability to demonstrate active listening skills Ability to consistently and effectively implement agreed behaviour management strategies Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task Ability to monitor the students' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes Ability to carry out and report on systematic observations of students' knowledge, understanding and skills Ability to assist in the recording of lessons and assessment, as required by the teacher Ability to offer constructive feedback to students to reinforce self-esteem Ability to work effectively and supportively as a member of the school team Ability to work within and apply all school policies e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities etc 	
Personal Qualities <ul style="list-style-type: none"> Reflective and adaptable; Enthusiastic, tenacious with a positive attitude; Self motivated and a team player; Resilient and solution focused. 	



Why join our school and trust?

"There is a strong sense of working together, with staff frequently going the extra mile for their pupils. Staff are proud to work at Beacon. They value the trust that leaders place in them. Staff at all levels feel very well supported, including teachers in the early stages of their careers. They value the careful consideration that leaders always give to their well-being and workload." OFSTED

What We Offer

Professional Growth

- High-quality CPD
- Leadership development pathways
- Internal promotion pathways
- Access to trust-wide and external training networks and opportunities
- Recognition for excellence

Staff Wellbeing

- Flexible working
- Mental health and wellbeing programmes
- Opportunities to share your views through staff surveys and forums
- Staff recognition initiatives

Staff Benefits

- Benchmarked salary scales
- Generous annual leave entitlement
- Local Government Pension Scheme/Teacher's Pension Scheme
- Pay Policy
- Care First
- Paid sick leave for teaching staff and after 1 year's service for support staff
- Free on-site parking
- Blue Light Card

Our Location and Community

Crowborough is the second largest inland town in East Sussex and the highest town in the High Weald Area of Outstanding Natural Beauty. It sits on the very edge of the Ashdown Forest which offers wonderful opportunities to explore.

Crowborough is an excellent town with plenty of things to do for families together with good transport connections to the south coast, Royal Tunbridge Wells and London.





A centre of excellence

Our high expectations and inclusive culture ensure that all students are inspired, challenged and supported to make excellent progress.

Judged by Ofsted to be *Outstanding* in all five inspection categories.
April 2024

Staff Testimonials

Beacon Academy is a friendly, supportive and inclusive place to work. The staff here show a positive commitment to the students who attend Beacon Academy and also to each other in the roles we do. Each member of the team is made to feel as though they fit in at Beacon Academy, with opportunities given to progress in their professional development and in remits they wish to pursue.

I recommend this school to anyone who wishes to work in an open and inclusive environment and who really values their time as a teacher. It will not be wasted at this outstanding school with high values and dedication to the profession.

Teacher of English



Joining Beacon Academy back in September was and will always be a focal point of my career. I have found our colleagues here at Team Beacon to be extremely kind and welcoming which in turn has helped me to feel comfortable and safe here in my new role. I feel like no question is a silly question and I am genuinely valued for my contributions to the community. It is an honour to work here. People are kind to students and students are often kind in return. It is a feeling here like no other and I feel privileged to be a part of this fantastic school.

ECT – Teacher of History

Beacon Academy is like one big family, all staff are supportive not only to the students but also to all of their colleagues whether they be teaching or support staff. The Trust encourages and supports staff in continuing their own educational studies which improves the knowledge of individuals and their departments.

Support Staff

How to Apply

Once again, thank you for your interest in the post of Teaching Assistant.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in an outstanding school with a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form. Applications for this post should be made through [My New Term](#)
2. Provide Information to support your application, paying particular attention to the Person Specification. Please include any achievement data that is applicable to the role you are applying for.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment & Selection Policy which supports our statutory obligation to comply with Keeping Children Safe in Education 2025.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01892 603000, or email hr@beacon-academy.org



Our Values:

How will **you**
make your **MARK?**

 **Manners**

 **Acceptance**

 **Respect**

 **Kindness**



How will **you**
make your **MARK?**

 **Motivated**

 **Articulate**

 **Resilient**

 **Knowledgeable**



MARK
Education
Trust



**BEACON
ACADEMY**

AMBITIOUS FOR EXCELLENCE



**HAILSHAM
ACADEMY**

AMBITIOUS FOR EXCELLENCE



**UPLANDS
ACADEMY**

AMBITIOUS FOR EXCELLENCE