



# Individual Needs Assistant

Information for applicants  
January 2026

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**Hailsham Academy Primary Phase**

Bulrush Lane  
Hellingly  
East Sussex  
BN27 4FB

01323 841468

[www.hailsham-academy.org](http://www.hailsham-academy.org)

Facebook and Instagram: @HailshamAcademy  
Twitter: @Hailsham\_A

# 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 in Hailsham. 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.**

We were delighted to welcome **Hailsham Community College** into **MARK Education Trust** in **September 2025**. Now known as **Hailsham Academy**, the school encompasses both the primary and secondary phases and strengthens our commitment to inclusive, high-quality education.

Having begun my teaching career at Hailsham Community College in 1996, which ultimately led to my role as Head of School before my appointment to the same position at Beacon Academy in 2012, I am especially proud to see Hailsham join the trust. Since I began working with the school again in an advisory capacity in 2023, I have greatly enjoyed reconnecting with a school so close to my heart and building strong relationships with its leadership team and wider school community.

## Our Journey

I was appointed Headteacher of Beacon Academy in 2015 and became Executive Headteacher of **MARK Education Trust** in September 2022.

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.

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# Welcome from the CEO and Executive Headteacher **Anna Robinson continued**

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.

## 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 trust's schools remain oversubscribed across year groups - a testament to our committed team's dedication to our mission.

Guided by our [\*\*MARK Education Trust 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 connected by our shared vision and continuously striving for excellence through collaboration.

## Join Us

As we look to the future, we are excited to grow our community responsibly and drive our shared vision forward. We warmly invite you to find out more about who we are and what we stand for by visiting our [\*\*MARK Education Trust website\*\*](#).



**Anna Robinson**  
CEO and Executive Headteacher

# Welcome to our Primary Phase from the Headteacher Tom Redman



Hailsham Academy is a split site, all through school serving 1,500 pupils in the secondary phase and approximately 420 pupils in the primary phase. We are situated close to Eastbourne and the south coast, just minutes from a National Park and Areas of Outstanding Natural Beauty. Our staff travel to Hailsham from a variety of locations within the southeast, including Brighton, Uckfield, Seaford, Eastbourne, Bexhill and Tunbridge Wells.

In the early part of 2018, whilst under Hailsham Community College Academy Trust, we were approached by the Local Authority to provide a new Primary and Pre-school provision within the town. In September 2019 we opened a brand-new school approximately a mile from the Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

We are proud and delighted to have joined MARK Education Trust in September 2025. Like our partner schools, we are proud to retain our unique identity while benefiting from the collective strength and collaboration of the trust.

Being part of MARK Education Trust brings many advantages for our school community. It enables us to share best practice, build on excellent teaching and learning, and provide even greater support for our students. The partnership allows us to strengthen our leadership capacity, create efficiencies, and further enhance the quality of education across our academy.

## Vision, culture and expectations

Our vision is to provide the best possible education for all of our students and to be an exceptional and high-performing school, locally and nationally. We do this by relentlessly sustaining our culture that is highly aspirational and ambitious for excellence in all we do.

Our strategy for the future is rightly ambitious. We are uncompromising in our ambition, pursuing excellence at every level. We have a rigorous focus on consistent improvement and work meticulously to secure our culture of unapologetically high standards. Underpinning this is our shared belief in, and ambition for, the pupils of Hailsham Academy, and the experienced, loyal, highly skilled and highly effective team of staff who teach them.

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As Headteacher of the Primary Phase, I am immensely proud of the thriving community we have built since opening in 2019. Our vision is to provide the very best possible start to every child's educational journey, ensuring that they leave our phase confident, curious, and ready to excel in the next stage of their learning. We place great importance on nurturing the whole child, balancing high academic ambition with a strong focus on personal development, wellbeing and character education.

Our Primary Phase is housed in a purpose-built school, and the building and facilities provide a state-of-the-art environment where children can flourish. From spacious, well-resourced classrooms to dedicated outdoor learning areas, our facilities have been designed to inspire curiosity, creativity and a love of learning from the very start of a child's journey with us.

Our dedicated team of staff are passionate about delivering a rich, ambitious and knowledge-led curriculum that is carefully sequenced to inspire a life-long love of learning and to enable all pupils, regardless of their starting point, to make excellent progress. Reading is at the heart of our curriculum, and we are relentless in developing confident, fluent readers who develop a life-long love of books.

We are equally proud of our vibrant wider curriculum, which includes opportunities for creativity, physical development, outdoor learning, and enrichment experiences that broaden horizons. Our close links with the secondary phase allow us to benefit from shared expertise, specialist teaching, and strong transition arrangements, ensuring that our children move seamlessly through their all-through school journey.

We know that choosing a place to work in is one of the most important decisions you will make for yourself and your family, so we thank you for your interest in our Academy and hope the pack enables you to understand a little more about who we are and what we stand for as a school within MARK Education Trust.



**Tom Redman**  
**Headteacher - Primary Phase**



## Why join our school and trust?

At Hailsham Academy, you will be part of a vibrant community dedicated to providing the best education for every student. Our staff work collaboratively, with high expectations and a culture of continuous improvement.

## 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 Benefits

- Competitive salary scales
- Generous annual leave entitlement
- Local Government Pension Scheme/Teacher's Pension Scheme
- Pay Policy

### Staff Wellbeing

- Flexible working
- Mental health and wellbeing programmes
- Opportunities to share your views through staff surveys and forums
- Cycle to Work scheme

- Care First/Benenden
- Paid sick leave for teaching staff
- Free on-site parking
- Blue Light Card

### Our Location and Community

Hailsham is a thriving and well-connected market town in the heart of East Sussex, with excellent transport links to London, Eastbourne and Brighton, and a strong sense of community.

The nearby South Downs and Sussex coastline provide fantastic opportunities for outdoor activities and relaxation.



# Job Description

<b>Job Title:</b>	<b>Individual Needs Assistant</b>
<b>Line Managed by:</b>	<b>Assistant Head with responsibility for SEND</b>
<b>Salary:</b>	<b>Single Status Grade 3 Point 7</b>
<b>Date:</b>	<b>January 2026</b>
<b>Job Purpose:</b>	
To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.	
<b>Main Duties and Responsibilities:</b>	
<ul style="list-style-type: none"><li>• To support the child with their medical needs</li><li>• To aid a pupil to learn as effectively as possible both in group situations and on his/her own by, for example:</li><li>• Clarifying and explaining instructions</li><li>• Ensuring the pupil(s) are able to use equipment and materials provided</li><li>• Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs</li><li>• Assisting in weaker areas, e.g., speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.</li><li>• Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task</li><li>• Liaising with class teacher, SENCO and other professionals about Educational Health Care Plans (EHCPs), contributing to planning as appropriate</li><li>• Providing additional nurture to individuals when requested by the class teacher or SLT</li><li>• Consistently and effectively implementing agreed behaviour management strategies</li><li>• Helping to make appropriate resources to support the pupil(s)</li><li>• To establish supportive relationships with the pupil concerned.</li><li>• To determine the intervention strategies to be used to manage the behaviour of pupils with emotional difficulties with the teacher.</li><li>• To promote the acceptance and inclusion of the pupil(s) with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.</li><li>• Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</li><li>• To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.</li><li>• To give feedback on children's work under the direction of the class teacher.</li><li>• To support the pupil(s) in developing social skills both in and out of the classroom.</li><li>• To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.</li><li>• Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.</li></ul>	

# Job Description continued

## Other Professional Requirements:

- When working with a group of children, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- 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 classroom appearance.
- To know and apply school policies on safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
- To accompany teachers and children on educational visits
- To carry out the above duties in accordance with the academy's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

## Safeguarding

Hailsham 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.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

# Person Specification

Job Title:	Individual Needs Assistant	
Line Managed by:	Assistant Head with responsibility for SEND	
	Essential	Desirable
Qualifications and knowledge	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 for Teaching Assistants or equivalent</li> </ul>
Experience and Skills	<ul style="list-style-type: none"> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</li> <li>• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher</li> <li>• Ability to offer constructive feedback to pupils to reinforce self-esteem</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>	

# Person Specification continued

<b>Experience and Skills</b>	<ul style="list-style-type: none"><li>Ability to work within and apply all school policies e.g., behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc.</li><li>Experience of supporting children in a classroom environment, including those with special educational needs</li><li>Experience of using Information Technology to support pupils in the classroom</li></ul>	
<b>Professional Knowledge</b>	<ul style="list-style-type: none"><li>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li><li>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li></ul>	

# How to Apply

Once again, thank you for your interest in the post of Individual Needs 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 and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2024.

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

01323 841468, or email [job.vacancies@hccat.net](mailto:job.vacancies@hccat.net)



# Our Values

## Making Our MARK

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

thumb up icon **Manners**

two hands icon **Acceptance**

handshake icon **Respect**

heart icon **Kindness**



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

thumb up icon **Motivated**

speech bubble icon **Articulate**

hand with fist icon **Resilient**

brain icon **Knowledgeable**

