



**UPLANDS  
ACADEMY**

AMBITIOUS FOR EXCELLENCE

# Assistant Head of Year

Information for applicants  
January 2026



**MARK**  
Education  
Trust



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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.

We were delighted to welcome **Uplands Academy** (formerly Uplands Community College) into MARK Education Trust in September 2022. Located in the heart of Wadhurst, Uplands is a good school with vast potential, underpinned by strong relationships between staff and students, 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. We are proud of the dedicated team of staff at Uplands, who are ambitious for their students and committed to helping them flourish.

*Continued overleaf...*

As part of **MARK Education Trust**, Uplands benefits from being part of a collaborative network with Beacon Academy and Hailsham Academy. This partnership allows us to share best practice, pool expertise, and strengthen our collective capacity, while each school retains its unique identity within its own community.

### **About MARK Education Trust**

Across our Trust, 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 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 vision, values, and determination to provide the very best education for every child, I warmly invite you to consider joining Uplands Academy. You will be part of a caring and ambitious school community, supported by the wider trust, and united in our commitment to excellence.

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



**Anna Robinson**  
CEO and Executive Headteacher

# Welcome to Uplands Academy

## A message from Headteacher Chris Connor



Thank you for your interest in joining Uplands Academy. Choosing the right place to work is one of the most important decisions you will make, and I am delighted that you are considering becoming part of our school community.

At Uplands, we are proud of the excellent relationships between staff and students. Our teachers have high expectations, know their students well, and are ambitious for them to succeed. Every child is valued as a unique individual, and we are uncompromising in our commitment to ensuring that all students receive an education that is personalised, inclusive, and engaging.

Our vision is clear: we want our students to be happy, successful, and confident. Through a broad, ambitious, and knowledge-rich curriculum, we aim to provide the very best education for every student, cultivating well-rounded individuals who excel both academically and socially.

We are proud that **Ofsted has judged Uplands to be a *Good* school**, with inspectors recognising the effective action taken to secure high standards and strong outcomes. This is a testament to the commitment of our staff and the ambition of our students.

We expect all members of our community to **Make their MARK** by being motivated, articulate, resilient and knowledgeable, as well as demonstrating manners, acceptance, respect and kindness. These values are evident in the excellent relationships that exist across our school - between staff, students, parents, carers, trustees, and the wider community.

We recruit, retain and develop exceptional staff and trustees to ensure that through every aspect of their experience of Uplands, our students are inspired, engaged and challenged, enabling them to make excellent progress and attain well.

Our staff team is central to our success. They are dedicated, caring professionals who act as positive role models every day, promoting a motivated commitment to education and ensuring that students feel safe, supported and inspired to achieve their very best. We are ambitious for excellence in everything we do, and we nurture a culture where diversity is celebrated, wellbeing is prioritised, and achievement is recognised.

Uplands sits at the heart of the vibrant village of Wadhurst. We are deeply rooted in our community, and we value the strong partnerships we have built with parents, carers, local organisations and residents.

This is an exciting phase in Uplands' journey as part of **MARK Education Trust**, and we are determined to build on our strengths and continue to grow. I warmly encourage you to visit us, meet our staff and students, and see first-hand the positive, aspirational culture that defines our school.

Chris Connor  
Headteacher



## Why join our school and trust?

At Uplands Academy, we are dedicated to developing world-class teaching and learning through research-based CPD and school-to-school support. We value our entire team - both teaching and support staff - and recognise that student success stems from the high-quality learning experiences we offer together.

## 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

- Benchmarked salary scales
- Generous annual leave entitlement
- Local Government Pension Scheme/Teacher's Pension Scheme
- Discounted use of Gym & Exercise Classes
- 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

Wadhurst is a historic market town situated 6 miles south-east of Royal Tunbridge Wells in Kent. In the past, it was a hub of the Wealden Iron Industry which links well to the village's strong community feel.



It has a good train service to London and because it is situated in an Area of Outstanding Natural Beauty, there are ample places to visit nearby for all ages to enjoy and explore.

# Job Description

<b>JOB TITLE</b>	Assistant Head of Year, Key Stage 3
<b>JOB PURPOSE</b>	To manage the individual needs of a cohort of students so that all students attend, behave well and are ready to learn, to ensure high standards.
<b>ACCOUNTABLE TO</b>	Behaviour & Safeguarding Manager / Head of Year / Assistant Headteacher

## Main Duties and Responsibilities:

To support the Head of Year(s), and to work alongside and with the support from key workers:

### Ensuring Good Communications

- Develop effective working relationships with teaching staff to ensure that standards are being enforced in relation to the Academy's behaviour policy.
- Be available to students, staff and parents so that all issues and concerns can be swiftly addressed, in accordance with Academy policies and procedures.
- Liaise with staff, make them aware of students' needs and respond to their concerns about students, in a professional and empathetic manner.
- Communicate and meet with parents in response to requests, or proactively to improve performance or resolve issues.
- Initiate and respond to communication within the Academy and with external agencies with regard to individual students within the cohort.

### Manage Student Performance

- To lead the provision of high-quality care and guidance in order to remove barriers to students' learning from within the Academy.
- Support the implementation of the Academy's behaviour policy in order to ensure high standards of behaviour within the Academy are met.
- Manage attendance and dress code using sanctions and support strategies as appropriate.
- Provide support for vulnerable and disadvantaged students or to small groups with regard to any issues relating to safeguarding policy, including bullying, child protection, safety and wellbeing.
- To work with parents, staff and external agencies to support student personal development.

### Maintaining Accurate Records

- Enter student data using SIMS (School Information Management System) and Edulink to monitor and respond to the data and generate reports on behaviour, attendance and achievement as requested and initiate solutions to improve these where needed.
- To log all communication to and from parents and respond or delegate and follow up responses to these as necessary.
- Ensure the Academy's first day response system is followed.
- To be responsible for taking notes of meetings with parents and students.
- Oversee and review alternative provision for any students who require such support.

# Job Description continued

## Other Duties

- To be involved in special events such as Parents' evenings, trips and achievement evenings.
- To attend and help manage assemblies.
- To actively participate in Academy training and development activities and to attend Student Support meetings as required.
- To assist with supervision of students during break and lunchtimes

## General Support

- Report student and Academy issues in line with the Academy's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required
- Be aware of and act in line with Academy policies and procedures
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required
- To handle all confidential correspondence and matters with discretion at all times

**MARK Education Trust's teachers and support staff are also accountable for promoting a positive image of the value of education within the student body of our Academies and in our wider communities.**

*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

ESSENTIAL	DESIRABLE
<b>Qualifications and knowledge</b> <ul style="list-style-type: none"> <li>GCSE Maths/English</li> <li>Willingness to learn a range of computer applications</li> </ul>	<b>Qualifications and knowledge</b> <ul style="list-style-type: none"> <li>First aid qualification</li> <li>Clean driving license</li> </ul>
<b>Job related knowledge, aptitude and skills</b> <ul style="list-style-type: none"> <li>Ability to work collaboratively, effectively and supportively with colleagues</li> <li>Ability to establish positive relationships with students in which the student feels supported or challenged as appropriate to their needs</li> <li>Ability to be consistent and professional with students at all times.</li> <li>Ability to communicate sensitively and effectively with parents and carers</li> <li>Ability to work within Academy policies and expectations</li> <li>Ability to work in an organised and methodical manner</li> <li>Ability to develop and maintain efficient record keeping systems</li> <li>Ability to produce accurate and up-to-date records and reports as required</li> <li>Ability to communicate with a range of audiences including other staff within the school</li> <li>Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up-to-date</li> </ul>	
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>Team player</li> <li>Professional manner</li> <li>Good interpersonal skills</li> <li>Able to deal with difficult situations</li> <li>Able to be discreet and maintain confidentiality</li> <li>Able to use initiative and be proactive</li> <li>Desire to participate in training and development and to progressively develop the role</li> <li>Committed to the principle of equal opportunities</li> <li>Committed to the principle of inclusion</li> </ul>	



## High expectations and ambitions

Uncompromisingly high expectations for all our students and aim to provide a broad range of options to meet the needs of every individual.

Judged by Ofsted to be *Good*, “the leadership team continue to strive to provide the best possible education for each pupil”, “...strong leadership, good teaching and rising attainment, as well as pupils’ good behaviour and attitudes to learning.”

## Staff Testimonials

*Unlike any other school that I have taught at, and something that is so attractive about this school is the small, rural catchment where you are able to actually know the pupils that are in your lessons rather than just delivering from the front and steering a broad lesson, every lesson you can have those discussions and can have incremental impact on their learning.*

Teacher of English, Uplands Academy

*This is a school that has committed, caring staff that want to provide a safe, respectful, stimulating environment to allow students to reach their full potential and have confidence and belief in their own abilities.*

Member of Staff, Uplands Academy

*I get great job satisfaction from my role within the school and the end impact that it has on the students. The staff are a fantastic team to work with and very supportive of each other.*

Member of Staff, Uplands Academy



# How to Apply

Once again, thank you for your interest for the post of Assistant Head of Year.

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 a 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.

Uplands Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff.

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 2025.

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

01892 786611, or email [cburgess@uplands-academy.org](mailto:cburgess@uplands-academy.org)



# Our Values:

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

thumb up icon **Manners**

handshake icon **Acceptance**

handshake icon **Respect**

heart icon **Kindness**



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

thumb up icon **Motivated**

speech bubble icon **Articulate**

handshake icon **Resilient**

brain icon **Knowledgeable**

