



AMBITIOUS FOR EXCELLENCE

Assistant SENDCo

Information for applicants
February 2026



MARK
Education
Trust



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Lower High Street
Wadhurst
TN5 6AZ
01892 782135

www.uplands-academy.org

Facebook: @UplandsAcademy
Instagram: @UplandsAcademy
X: @Uplands_Academy

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.

A handwritten signature in blue ink, appearing to read 'Chris Connor'.

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

JOB TITLE	Assistant SENDCo
PAY SCALE	Single Status Grade 9
JOB PURPOSE	As the Assistant SENDCo, you will play a vital role in supporting the SENDCo to enhance the personal development, behaviour, progress, and welfare of students with SEND, ensuring alignment with the Academy's policies and standards.
ACCOUNTABLE TO	SENDCo

Main Duties and Responsibilities:

SEND Provision, Progress, and Statutory Practice

- Year 6-7 Transition and Year 7 SEND Provision:** Lead and coordinate transition arrangements for students with SEND moving from primary school into Year 7. Liaise with primary schools, parents/carers, and relevant professionals to ensure continuity of support. Plan enhanced transition opportunities and contribute to the school's wider transition programme. Oversee SEND provision in Year 7, attending regular meetings with the Year 7 pastoral team and meeting with parents/carers to support successful transition.
- Student Progress & Outcomes:** Work with the SENDCo to ensure students in KS3 with SEND make progress in line with their peers by monitoring and analysing attainment, behaviour, wellbeing, and attendance, working with pastoral staff and curriculum teams to identify and remove barriers to learning.
- SEND Provision Coordination:** Work with Senior TA Year Coordinators in KS3, the student support department, and subject teachers to coordinate provision for students with EHCPs and those receiving SEND Support in KS3 ensuring appropriate resources and interventions are in place.
- Intervention Oversight:** Ensure SEND interventions are effectively planned, implemented, monitored, and reviewed to meet student needs. Oversee the quality and impact of interventions and ensure accurate tracking of student progress, with a particular focus on KS3.
- Assess-Plan-Do-Review & Documentation:** Ensure Additional Needs Plans (ANPs) and other documentation is accurate, up to date, and regularly reviewed in KS3. Ensure the Assess-Plan-Do-Review cycle is implemented consistently in line with the SEND Code of Practice.
- Attendance & Engagement:** Promote attendance, participation, and student welfare, including supporting access to alternative provision and Teaching and Learning Provision where appropriate, with a particular focus on KS3.

Job Description continued

Empowerment Curriculum & Learning Support Hub

- **Empowerment Curriculum Leadership:** Lead the planning, development, and delivery of the Empowerment Curriculum for students who are not able to access the full curriculum. Design meaningful projects and personalised learning experiences that support emotional development, engagement, and reintegration into mainstream lessons. Ensure Empowerment Curriculum provision is structured, purposeful, and builds towards reintegration through the Assess-Plan-Do-Review cycle.
- **Learning Support Hub:** Oversee the day-to-day running of the Learning Support Hub, ensuring students accessing the space have clear support and reintegration plans, engage in meaningful activities, and are appropriately supervised by members of the Learning Support Department.

Teaching Assistant Deployment, Quality Assurance, and Development

- **Teaching Assistant Deployment:** Work with the SENDCo to oversee the deployment of teaching assistants, ensuring support aligns with EHCP requirements and supports inclusive classroom practice.
- **Quality Assurance & CPD:** Work with the SENDCo to monitor the quality and effectiveness of teaching assistant practice and SEND interventions. Identify professional development needs, contribute to CPD planning and delivery, and provide guidance and feedback to ensure consistent, high-quality support.
- **Performance Management:** Line manage some members of the Learning Support Department supporting performance review processes and professional development.

Partnership, and Leadership

- **External Agency Collaboration:** Liaise with external agencies and attend meetings to support improved outcomes for SEND students.
- **Strategic Support:** Assist the SENDCo with SEND strategic priorities and initiatives, monitoring impact and contributing to continuous improvement.
- **Representation:** Represent the SENDCo and the Academy at professional meetings when required.

General duties

- **Policy Adherence:** Follow and uphold the Academy's policies and procedures, including the reporting of student and Academy issues.
- **Confidentiality & Professionalism:** Handle all matters with confidentiality, tact, discretion, ensuring sensitivity in every situation.
- **Positive Role Modelling:** Demonstrate and promote the positive values, attitudes, and behaviors expected from both students and staff, fostering a respectful and inclusive environment.
- **High Expectations & Respect for Diversity:** Maintain high expectations of all students, respecting their diverse backgrounds and being committed to raising their educational achievement.
- **Building Student Relationships:** Establish and maintain positive, supportive relationships with students, treating them with consistency, respect, and consideration for their development as learners
- **Collaboration & Support:** Work collaboratively with colleagues, seeking guidance and support when necessary to enhance student learning and well-being.

Job Description continued

- Inclusion & Diversity: Promote and support the inclusion of all students within the Academy, recognizing and addressing equal opportunities and diversity issues by challenging inappropriate behavior, bullying, or harassment, in accordance with Academy policies.
- Parental Liaison: Communicate effectively and sensitively with parents and carers, acknowledging their key role in the learning and development of students.
- Academy Representation: Positively promote the Academy both within and outside the workplace, including mindful use of personal social media, understanding the potential impact of its misuse.
- Professional Development: Continuously improve your practice, showing commitment to ongoing professional development and training.
- Curriculum Familiarity: Be knowledgeable about the Academy curriculum, age-related expectations, teaching methods, and assessment frameworks.

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

Safeguarding

Uplands 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 Academy 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
Qualifications <ul style="list-style-type: none"> GCSE English and Maths (Grade 4/C or above) or equivalent Relevant training or professional development related to SEND 	Qualifications <ul style="list-style-type: none"> HLTA qualification or equivalent SEMH-related training (e.g. trauma-informed practice, behaviour support, emotional regulation) Safeguarding training
Experience <ul style="list-style-type: none"> Experience working with students with SEND in a school setting (primary or secondary) Experience supporting students with SEMH needs Experience delivering interventions to individuals and small groups Experience working collaboratively with teachers, pastoral teams, and parents Experience monitoring student progress and maintaining support records 	Experience <ul style="list-style-type: none"> Experience working within a SEND department Experience coordinating provision for students with EHCPs Experience designing alternative or personalised curriculum provision Experience supporting transition from primary to secondary school Experience leading or supervising support staff Experience working with external agencies
Philosophy <ul style="list-style-type: none"> Working collaboratively with other team members Equality of opportunity 	
Skills & Knowledge <ul style="list-style-type: none"> Strong understanding of inclusive practice and SEND support Knowledge of SEMH needs and strategies to support emotional regulation and engagement Understanding of the Assess-Plan-Do-Review cycle Ability to plan, implement, monitor, and evaluate interventions Ability to identify barriers to learning and engagement Strong organisational and record-keeping skills Ability to build positive relationships with students, families, and staff Excellent communication skills (written and verbal) Ability to motivate and support students experiencing barriers to learning Competent IT skills 	Skills & Knowledge <ul style="list-style-type: none"> Knowledge of the SEND Code of Practice Understanding of EHCP processes and provision planning Experience developing alternative curriculum pathways Knowledge of reintegration strategies for students struggling to access school Experience contributing to staff training or CPD Supporting, leading on the planning of safeguarding

Person Specification

ESSENTIAL	DESIRABLE
<p>Personal Qualities</p> <ul style="list-style-type: none">• Calm, patient, and emotionally intelligent approach• Commitment to inclusion and raising achievement for students with SEND• Flexible and adaptable• Resilient and solution-focused• Collaborative team member• Ability to work independently and take initiative• Professional integrity and confidentiality• Energy, enthusiasm, and perseverance	



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 SENDCo.

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 hr@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**

