



**UPLANDS  
ACADEMY**

AMBITIOUS FOR EXCELLENCE

# Teaching Assistant

Information for applicants  
January 2026



**MARK**  
Education  
Trust



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Executive Headteacher

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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.

A stylized, 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 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
- 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>	Teaching Assistant
<b>PAY SCALE</b>	Single Status Grade 3, Point 7
<b>JOB PURPOSE</b>	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
<b>ACCOUNTABLE TO</b>	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 to 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, SENCO 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 student's work, if required
- To support the student(s) in developing social skills both in and out of the Classroom

# Job Description *continued*

- 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 of the Code of Practice (COP) and SEND Matrix
- To provide regular feedback on the student(s)' learning and behaviour to the teacher/SENDCo, 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 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
- 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

*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
<b>Qualifications and knowledge</b> <ul style="list-style-type: none"> <li>• GCSE Maths and English Grade C or above, or equivalent</li> <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 SEN Code of Practice</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 students</li> </ul>	<b>Qualifications and knowledge</b> <ul style="list-style-type: none"> <li>• NVQ Level 2 for Teaching Assistants or equivalent</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of using Information Technology</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> <li>• Experience of supporting children in a classroom environment, including those with special educational needs</li> </ul>
<b>Philosophy</b> <ul style="list-style-type: none"> <li>• Working collaboratively with other team members</li> <li>• Equality of opportunity</li> <li>• The responsibility of contributing to whole team effort</li> </ul>	<b>Philosophy</b> <ul style="list-style-type: none"> <li>• An understanding of Academy status</li> <li>• An understanding of SEND as part of the whole curriculum</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that students can understand and relate to</li> <li>• Ability to establish positive relationships with students and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• 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</li> <li>• Ability to monitor the students' 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 students' 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 students to reinforce self-esteem</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</li> </ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Reflective and adaptable;</li> <li>• Enthusiastic, tenacious with a positive attitude;</li> <li>• Self motivated and a team player;</li> <li>• Resilient and solution focused.</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 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 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](mailto:hr@uplands-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**  
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