



 **HAILSHAM
ACADEMY**
AMBITIOUS FOR EXCELLENCE
PRIMARY PHASE

Pre-School Assistant

Information for applicants
February 2026

Contents

1. Welcome from the Chief Executive Officer & Executive Headteacher
2. Welcome from the Headteacher
3. What We Offer
4. Job Description
5. Person Specification
6. How to Apply

Hailsham Academy Primary Phase

Bulrush Lane
Hellingly
East Sussex
BN27 4FB

01323 841468

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.

Continued overleaf...

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.

Continued overleaf...

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

| | |
|-------------------------|---|
| Job Title: | Pre-School Assistant |
| Line Managed by: | Assistant Head with responsibility for Early Years and Deputy Pre-School Manager |
| Salary: | Single Status Grade 3 Point 7 |
| Date: | February 2026 |

Main Duties and Responsibilities:

- To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential
- To implement activities which encourage linguistic and social interaction between the children and their carers
- To be a key worker for a group of children by observing, monitoring and recording each individual's development. To support unqualified nursery assistants in the implementation and evaluation of children's planning and progress
- To attend parents' evenings/open events as required
- To communicate with parents/carers about their child's developments fostering parental involvement and encouraging positive parenting skills
- To promote the philosophy of 'learning through play'
- To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene
- To attend staff and team meetings as appropriate
- To help ensure that the Pre-school meets safety and hygiene requirements and to report any issues to a senior member of staff
- To be aware of and comply with the school's Safeguarding Policy, Confidentiality Procedures and other school and Pre-school policies
- To keep up to date with developments in childcare through regular training as appropriate.
- To maintain records and documentation that comply with statutory requirements, and to support unqualified Pre-school assistants with the completion of such documents
- To ensure that everyone is treated as individuals with respect and full consideration, in line with the school Equal Opportunities Policy
- To carry out the above duties in accordance with the Academy's Equal Opportunities Policy

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

| | Essential | Desirable |
|-------------------------------------|--|---|
| Qualifications and Knowledge | <ul style="list-style-type: none"> • NVQ 2/3 in Childcare and Education or relevant equivalent qualification | <ul style="list-style-type: none"> • Evidence of further recent and relevant training or qualifications • Qualified in Paediatric First Aid |
| Experience and skills | <ul style="list-style-type: none"> • Ability to follow instructions or work on own initiative as necessary • Ability to communicate effectively with parents, carers and other professionals • Able to converse at ease with parents and provide advice in accurate spoken English • Ability to keep accurate records • Ability to implement high health and safety standards • Ability to work effectively as part of a team • Ability to establish positive relationships with children | <ul style="list-style-type: none"> • Recent experience of working in a childcare setting. |
| Professional Knowledge | <ul style="list-style-type: none"> • Working knowledge of the Children Act 1989 and current legislation • An understanding of children's development • An understanding of Birth to Three Matters and the Foundation Stage curriculum | |

How to Apply

Once again, thank you for your interest in the post of Pre-School 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



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**

