

CANDIDATE PACK

Teaching Assistant



Start date:
October 2026

Location:
Hailsham
Oaklands Way,
Hailsham, BN27
3NW

About Us

At East Sussex Academy we aim to ensure continuity and care for pupils during this transition, as we begin an exciting journey of improvement. We are committed to delivering high quality education for pupils, many of whom have had challenging experiences in mainstream settings and need support and encouragement to access learning. Ahead of the school's transfer into LSEAT (at which point it will officially become East Sussex Academy) we are already implementing some bespoke provision and services to support young people and schools across the county.





About the Trust

Our school is part of London South East Academies Trust - a multiacademy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Job Description

Job title: Teaching Assistant

Salary: H13 to H16 on the LSEAT Harmonised pay scale

Contractual Hours: 32.5 Hours

Position Status: Permanent

About our Vacancy:

As a Teaching Assistant, you will work closely with teachers and support staff to provide tailored support for pupils, helping them develop academically, socially and emotionally. You will build positive relationships, promote inclusion, support behaviour for learning and make a real difference to young people's lives.

- Support pupils in the classroom, one-to-one and in small groups
- Help students overcome barriers to learning
- Promote confidence, independence and positive behaviour
- Work alongside a committed and supportive team
- Access opportunities for professional development and training
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We're looking for individuals who:

- Have a good standard of education, including English and Maths
- Can build positive relationships with children and young people
- Are patient, resilient and empathetic
- Have excellent communication and teamwork skills
- Share our commitment to inclusion and safeguarding

East Sussex Academy Hailsham is part of a specialist Alternative Provision school serving children and young people aged 5 to 16 across East Sussex. The academy provides high-quality education and tailored support for pupils who have been excluded from, or are unable to access, mainstream education, helping them to re-engage with learning, build confidence and achieve their full potential. Since joining London South East Academies Trust in September 2025, the academy has been on an exciting journey of improvement, with a strong focus on creating nurturing, inclusive learning environments where every pupil can succeed.

We offer a comprehensive and bespoke CPD programme throughout the year and have an excellent track record of developing and progressing staff at every stage of their career, providing opportunities to grow within both the academy and the wider Trust.

Job Description

Main purpose of the role:

To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- Work under the guidance of teaching staff to assess and provide consistent support to pupils with social, emotional and behavioural difficulties to overcome the barriers to learning.
- To give each pupil a feeling of increased self-esteem and self-worth at East Sussex Academy.
- To monitor the progress of the pupils across the curriculum and to ensure consistent and acceptable standards of work and behaviour.
- To identify obstacles to personal progress and attempt to overcome them.
- To develop good relationships with pupils and their parents/carers.
- To work in partnership with teaching and support staff across all sites.



Key Responsibilities of the job holder:

The Teaching Assistant provides appropriate support and guidance for each pupil in their care. This will be based on personal knowledge of their circumstances, learning needs, achievements and aspirations.

- Engage fully with pupils in classrooms and all other learning areas and by working with small group and acting as a role model to lead to academic progress and social development.
- Work one to one with pupils to improve progress and achievement.
- Assist with assessment and the development of individual learning plans.
- Contribute to the development of policy and good practice in specific related areas.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the school environment.
- Encourage pupils to interact with others and engage in activities led by themselves or the teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Provide consistent support to all pupils responding appropriately to individual pupil needs.
- Anticipate and manage pupil behaviour constructively, promoting self-control and independence in line with established school policy.
- Support restorative practice strategies to improve pupil behaviour.
- Record instances of interventions to improve behaviour and achievement.
- Liaise with Senior Leadership Team, Inclusion Managers and Teachers, SENCo, and other relevant staff regarding pupils who are of concern.
- To undertake any other reasonable duties, as requested by the Senior Leadership Team.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.
- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Complete an apprenticeship degree appropriate to the role.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

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Person Specification

Education and Qualifications	Essential	Desireable
Good level of education to Level 2 or equivalent (including English & maths – or be willing to achieve this)	✓	
Specialist qualification in youth work or related field		✓
Knowledge and Experience	Essential	Desireable
Experience in working with diverse groups, preferably in an educational setting		✓
Experience of offering support, guidance and information to a diverse customer group	✓	
Knowledge and understanding of the issues affecting students	✓	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures		✓
Experience of using a student tracking system i.e. Arbor		✓

Skills and Competencies	Essential	Desireable
Excellent front line customer service skills – patience, tact, sensitivity and good humour	√	
Proven initiative and creative problem solving skills	√	
An ability to relate to, and empathise with, students and backgrounds	√	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	√	
A working knowledge of MIS (Arbor) and Microsoft Office packages, including Word, Excel and Outlook.		√
The ability to summarise information and highlight key features		√
Be able to deal with people in a calm and courteous manner		√
The ability to work under pressure and to deadlines both independently and as part of a team	√	
The ability to work with discretion and maintain confidentiality	√	

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

