



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# Head of Department English

Information for applicants  
May 2025



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 two East Sussex school Trusts - MARK Education Trust, which comprises Beacon Academy in Crowborough and Uplands Academy in Wadhurst, and Hailsham Community College Academy Trust, which consists of a single all-through 2-19 school in Hailsham - I am uniquely positioned to ensure we achieve our 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 are delighted to be welcoming Hailsham Community College into MARK Education Trust in September 2025, joining Beacon Academy and Uplands Academy. From the time of transfer, our new school will be known as Hailsham Academy, encompassing both the primary and secondary phases.

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 and pleased that Hailsham will be joining MARK Education Trust. Over the past couple of years, 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...*



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# 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 with the addition of Hailsham Academy, we are excited to be growing our community and driving our vision forward. We 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



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# Welcome to Hailsham Community College



Hailsham Community College is a split site, all through school serving 1,500 students in the secondary phase and approximately 300 students 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, 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. Since our last Ofsted inspection in March 2023, there have been some important changes that have taken place across the secondary phase of the college, including changes to our leadership structure, a revised pastoral structure to ensure we are providing effective support to our students, and a renewed focus on the quality of education and curriculum implementation.

We have chosen to work together with MARK Education Trust as both Beacon Academy and Uplands Academy are based in East Sussex and like us, the Trust believes in the importance of schools retaining their unique identity whilst working in partnership. There are many benefits that this will bring to Hailsham Academy, as these links will support us in building on excellent Teaching and Learning throughout the college and will enable us to provide further support for our students as we build capacity and make efficiencies.

## 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 students of Hailsham Academy, and the experienced, loyal, highly skilled and highly effective team of staff who teach them.

We ensure that teaching and learning inspires and challenges every student, enabling all to make excellent progress, regardless of their starting point. We offer a broad, knowledge rich curriculum within our disciplined standards agenda. Our environment is consistently calm, safe and orderly, enabling teachers to teach and students to learn.

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 at Hailsham Academy. We encourage you to visit our college for yourself during this exciting new phase for our school.

A handwritten signature in blue ink that reads 'N Chamberlain'.

**Natalie Chamberlain**  
Head of School - Secondary



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# 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 Wellbeing

- Flexible working
- Mental health and wellbeing programmes
- Opportunities to share your views through staff surveys and forums
- Cycle to Work scheme

### Staff Benefits

- Competitive salary scales
- Generous annual leave entitlement
- Local Government Pension Scheme/Teacher's Pension Scheme
- Pay Policy
- 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.



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# Department Information

Hailsham Community College Academy Trust's English Department is a dynamic and enthusiastic team. As professional learners, we seek to foster a collaborative approach to teaching and learning within our daily practice and curriculum planning. The Department is committed to continually reviewing and updating units of learning and teaching and learning approaches that engage students and raise achievement. Our knowledge and skills-based curriculum seeks to foster greater independence for our students and ensure that they can achieve well and become well rounded people.

<b>Departmental Teaching Structure</b>	<b>Head of Department:</b> Mrs Tracie May <b>KS5 Co-Ordinator:</b> Mrs Claire Cosham <b>KS3 Co-Ordinator:</b> Ms Melanie Dunnaway <b>Literacy &amp; Oracy Lead:</b> Mrs Dara Wakeling <b>Assistant Headteacher:</b> Mrs Emma Furlong <b>Teachers:</b> Mrs Claire Croud Mr Matt Maxwell Mrs Denise Stripp Mrs Claire Turpin Miss Erin Lang Miss Donna Wait Miss Roberta Lee Mr Gary Page  <b>English HLTA</b>
<b>Curriculum</b>	KS3: National Curriculum (3 years) KS4: Eduqas GCSE English Language & English Literature (2 years) KS5: Pearson English Literature A-level; Pearson English Language A-level
<b>2024 Results KS4 &amp; KS5</b>	A level English Language: 33.3% A*-B, TBC% 16.7 A*-A A level English Literature: 80% A*-B, 20% A*-A  GCSE English Language 4+ 51.3% GCSE English Literature 4+ 50.8% GCSE English Language 5+ 32.1% GCSE English Literature 5+ 32.4% GCSE English Language 7+ 8.2% GCSE English Literature 7+ 6.3%
<b>Facilities &amp; Resources</b>	<p>The department benefits from a suite of classrooms in our new building. Each classroom has a promethean teaching screen, visualiser and some include a lectern. All staff receive a laptop.</p> <p>Our main priorities are to develop articulate students who write inventively; encourage a love of reading, and to sharpen the critical and analytical faculties of all our students. We offer a knowledge-based curriculum and have implemented a 3-year strategy to re-write our shared schemes of learning and accompanying resources. Our students are required to read a wide range of literary texts across a range of forms.</p>
<b>Contact details</b>	Mrs Carolin Langley - <a href="mailto:job.vacancies@hccat.net">job.vacancies@hccat.net</a> 01323 841468



# Job Description

<b>JOB TITLE:</b>	<b>Head of Department – English (L10 – L14)</b>
<b>JOB PURPOSE:</b>	<b>To lead a department using data to ensure student progress meets Academy targets. To lead all staff within the department ensuring accountability for student development and providing appropriate professional learning opportunities.</b>
<b>ACCOUNTABLE TO:</b>	<b>Sara Bursey, School Capacity Team &amp; Rob Wakeling, Deputy Headteacher, Quality of Education</b>
<b>ACCOUNTABLE FOR:</b>	<b>All staff who teach and provide support within the department.</b>

<b>KEY ACCOUNTABILITIES</b>	<b>KEY TASKS</b>
<p><b>1. THE LEADERSHIP OF LEARNING:</b></p> <p><i>To be accountable for the achievement of designated subject pupil progress targets to make a measurable contribution to whole school targets.</i></p> <p><i>To provide regular feedback for subject leaders in a way, which recognises good, practice and supports their progress against performance management objectives resulting in a tangible impact in student learning across the subject.</i></p>	<p>To:</p> <ul style="list-style-type: none"> <li>a) develop department policy on teaching and learning in consultation with colleagues; to monitor its implementation and evaluate its effectiveness.</li> <li>b) contribute to the development of a personalised and sustainable curriculum</li> <li>c) audit, implement and evaluate the curriculum provision ensuring consistency and effectiveness.</li> <li>d) plan, implement and monitor the syllabus, programmes of study and schemes of work within the department</li> <li>e) ensure the effective implementation of the agreed department curriculum.</li> <li>f) observe classroom practice regularly</li> <li>g) review student work, progress and achievement in order to improve results.</li> <li>h) analyse assessment and examination results in subject area and related areas against targets.</li> <li>i) implement Academy policy on assessment, recording and reporting information to students, parents and senior team, and ensure appropriate interventions.</li> <li>j) evaluate implementation of assessment policy.</li> <li>k) undertake specific task(s) as necessary.</li> </ul>





# Job Description cont.

<p><b>2 . THE LEADERSHIP OF PEOPLE:</b></p> <p><i>To review and report annually on the standards of leadership, teaching and learning in the designated subject areas consistent with the procedures in the school self evaluation policy.</i></p> <p><i>To consult with designated subject teachers and assist with the formulation, communication and monitoring of the school improvement plan, ensuring concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these.</i></p> <p><i>Accountable for the effective development of the departmental team.</i></p>	<p>To:</p> <ul style="list-style-type: none"> <li>a) develop the department as a coherent, effective team – within the faculty create, maintain and enhance effective relationships and provide support where necessary.</li> <li>b) contribute to the appointment of staff and to efficiently deploy staff and ensure professional development.</li> <li>c) create, maintain and enhance effective relationships and provide support where necessary and hold people to account.</li> <li>d) to lead effective department meetings encouraging department improvement.</li> <li>e) monitor the preparation, planning and marking within the department using robust systems.</li> <li>f) challenge poor and unacceptable practice and hold staff to account.</li> <li>g) provide focussed professional development for all staff-, especially those that are newly qualified and at an early stage of their careers.</li> <li>h) understand and make full use of performance management, and lesson observations to encourage, challenge and support improvements in teaching</li> </ul>
<p><b>3. THE LEADERSHIP OF POLICY:</b></p> <p><i>To support, facilitate and monitor the progress of the designated subject development plans to ensure they make a significant contribution to the school improvement plan.</i></p>	<p>To:</p> <ul style="list-style-type: none"> <li>a) generate, disseminate, discuss, implement and evaluate the policies within the department.</li> <li>b) monitor and evaluate implementation of Academy policies.</li> <li>c) provide advice to the link Headteacher/Assistant Headteacher in relation to a) and b) above.</li> <li>d) undertake specific task(s) as necessary.</li> </ul>
<p><b>4. LEADERSHIP OF INCLUSION POLICY</b></p> <p><i>To support and assist subject leaders to ensure they understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.</i></p>	<p>To:</p> <ul style="list-style-type: none"> <li>a) actively promote the learning and well-being of all students.</li> <li>b) monitor student behaviour.</li> <li>c) ensure Sims records are kept and analysed</li> <li>d) ensure sanctions and rewards are used effectively</li> <li>e) keep parents informed and involved where there are concerns</li> <li>f) liaise with pastoral teams to ensure that the needs of individual students are met</li> <li>g) Understanding equal access and how this is a key role in student development.</li> </ul>



# Job Description cont.

<p><b>5. LEADERSHIP OF COMMUNICATIONS:</b>  <i>To provide regular progress updates to SLT in designated subject areas to ensure the LT are fully aware of all successes, issues and concerns of the subject area.</i></p> <p>Communication between department and Leadership Team, Learning Sets, Heads of Department.</p>	<p>To:</p> <ul style="list-style-type: none"> <li>a) provide information to the Leadership Team link on department success and areas for development.</li> <li>b) advise the Leadership Team link on relevant professional development needs and other opportunities.</li> <li>c) keep abreast with developments in the subject area.</li> <li>d) attend relevant courses and disseminate the information to the department.</li> <li>e) co-ordinate the production of the department handbook and ensure that it communicates the correct information linked to the subject area.</li> <li>f) to work with the Leadership Team link to maintain a high profile of the department within the Academy and the community</li> <li>g) undertake specific task(s) as necessary</li> </ul>
<p><b>6. LEADERSHIP OF RESOURCES</b>  <i>To oversee and evaluate the subject budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles</i></p>	<p>To:</p> <ul style="list-style-type: none"> <li>a) manage effectively the resources used by the department.</li> </ul>

Hailsham's teachers are also accountable for promoting a positive image of the value of education within the student body of the Academy and in the wider community. Other whole Academy responsibilities include tutoring, or a commitment to the Academy pastoral system, attendance at INSET and other reasonable duties as directed by the Headteacher.

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</b> <ul style="list-style-type: none"> <li>Graduate &amp; Qualified teacher</li> <li>Degree and Teaching Qualification</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Evidence of commitment to professional development</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Secondary teaching experience across both Key Stage 3 and 4 and 5.</li> <li>An outstanding, research informed practitioner with a proven record of raising attainment for students</li> <li>Excellent knowledge of your subject, teaching, learning, assessment and exam boards with a proven track record, assessment strategies and their effective implementation</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>Teaching students across prior attainment bands in a large comprehensive school</li> <li>Experience of working in an outcome led data driven culture</li> <li>A proven track record of impactful teaching within your specialism at Key Stage 5</li> <li>Leadership experience within a high performing department that can be evidenced via outcome data over time and references</li> </ul>
<b>Philosophy</b> <i>Commitment to:</i> <ul style="list-style-type: none"> <li>Working in an environment that is ambitious, has high standards and expectations of the staff and students to enable teachers to teach and students to learn</li> <li>Working collaboratively with other team members to lead and develop pedagogy</li> <li>Equality of opportunity</li> <li>The responsibility of contributing to whole team effort to ensure Hailsham is an exceptional school</li> </ul>	<b>Philosophy</b> <i>Commitment to:</i> <ul style="list-style-type: none"> <li>An understanding of Academy status</li> <li>Consistently good teaching with examples of developing outstanding practise.</li> <li>An understanding of English as part of the whole curriculum and the bigger picture within Hailsham, locally, nationally and globally.</li> <li>Committed, ambitious for excellence in all you do, aspirational for our students to achieve the best they can and succeed in</li> </ul>
<b>Skills</b> <i>You will need to be an effective:</i> <ul style="list-style-type: none"> <li>Teacher</li> <li>Communicator</li> <li>Strong ICT skills (with a commitment to develop further through the utilisation of the 'Creative Learning Centre')</li> <li>Ability to lead a team</li> <li>Ability to motivate, support and inspire trust in others.</li> <li>Ability to innovate and manage change</li> <li>Ability to confront and resolve problems</li> </ul>	



# How to Apply

Once again, thank you for your interest in the post of Head of Department - English

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 on a journey to excellence, please ensure you:

1. Download the Job Pack and complete the Application Form which can be found on our website: [Hailsham Community College Job Vacancies](#),
2. Please complete a covering letter which specifies how you will contribute to our ongoing drive for improvement, with reference to the impact you would have on supporting both the progress and wellbeing of our students as well as how you apply wider professional learning/educational research within your pedagogy.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.
4. Completed applications should be emailed to [job.vacancies@hccat.net](mailto:job.vacancies@hccat.net)

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact us on: 01323 841468 , or email [job.vacancies@hccat.net](mailto:job.vacancies@hccat.net)

