



- Position:** Head of Year 7 (for the 2026/27 academic year)
- Salary/Hours:** Main Scale/UPS plus a TLR2c (£8,733pa)
- Closing Date:** 9am Thursday 14<sup>th</sup> May 2026  
Early applications are encouraged
- Interview Date:** Wb 18<sup>th</sup> May 2026  
The Academy reserves the right to close the process early for a successful early candidate



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community, and we work hard to serve our local families. We are a happy and supportive team, and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students, then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal

Headteacher

## Job Advert

We are seeking to appoint a highly effective, inspirational and skilful Head of Year 7. We have a large Year 7 cohort of 330 students joining us in September 2026, from over 30 different local primary schools. The role of Head of Year 7 is a vital one; setting up our students from day one to be hard working, kind and happy. The main responsibilities of the role, for the year group, include:

- Driving high attendance and leading on the processes involved in this for the year group
- Managing a team of 11 tutors, for 11 tutor groups
- Leading, overseeing and quality assurance of the tutor programme, which includes reading, careers, rewards, homework tracking, uniform standards and equipment checking
- Leading on rewards and celebrations for the year group
- Leading assemblies
- Overseeing the professional development curriculum for the year group, delivered during tutor time
- Overseeing the extra-curricular offers available for the year group
- Writing Additional Needs Plans (ANPs)
- Conducting extensive student voice to continually improve the quality of education and school experiences of the students in the year group
- Drive positive behaviours of the students in the year group
- Parental engagement, where necessary
- Safeguarding within the year group

The role also includes teaching responsibility and this can be from any subject. In return, we can offer an environment where you will gain whole school experience and learn much on your professional journey.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

We aim to recruit staff who:

- Love the processes of teaching and learning and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Academy and be committed to get the very best from our students;
- Take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive relationships;
- Remain at the forefront of pedagogy, educational research and debate.
- See themselves as having the potential to become senior school leaders of the future.

Pre-Application enquiries are encouraged. Please contact [recruitment@bexhillacademy.org](mailto:recruitment@bexhillacademy.org) for more information.

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to [recruitment@bexhillacademy.org](mailto:recruitment@bexhillacademy.org)

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

## Job Description

### Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

**Post:** Head of Year 7

**Accountable to:** Director of Year 7

**Salary:** Mainscale/UPS plus TLR2c (£8,733pa)

**Principal Accountabilities:**

- Please see the main responsibilities of the role above. In addition:

**Set high expectations, which inspire, motivate and challenge pupils**

- Establish a safe and stimulating environment for pupils of all abilities, needs and ages, rooted in and encouraging mutual respect that significantly develops learning
- Set goals and targets based on an in depth knowledge of individual and groups of pupils that enthuse, motivate and challenge all pupils
- Effectively promote and demonstrate the positive attitudes, values and behaviour which are expected of pupils.

**Promote good progress and outcomes by pupils**

- Be accountable for continuously high levels of pupils' attainment, progress and outcomes
- Demonstrate a clear knowledge of pupils' individual capabilities and their prior knowledge and plan teaching to build on these. Create opportunities for pupils to reflect on the progress they have made and enable them to set individual targets to significantly develop their performance
- Demonstrate excellent knowledge and understanding of how pupils learn and how this impacts on teaching, implementing this in classroom teaching and sharing this with other staff
- Inspire pupils to take a responsible and conscientious attitude to their own work and study, enabling them to help develop as independent learners and support the learning

**Demonstrate good subject and curriculum knowledge**

- Have an up to date and excellent/extensive knowledge of the curriculum, including the different types of qualifications and specifications and their suitability for meeting learners' needs in order to foster, and maintain pupils interest in in your subject and address misunderstanding.
- Demonstrate a critical understanding of developments in the subject and Curriculum

area and promote the value of learning.

- Promote collaboration and develop high standards of numeracy, in your subject area and cross-curricular activities.

### **Plan and teach well-structured lessons**

- Embed knowledge and develop high levels of understanding through clear and effective objectives and effective pace of learning in lesson time
- Promote and encourage a love of learning and stimulate and develop children's intellectual curiosity.
- Set challenging and differentiated homework to consolidate and extend the knowledge and understanding pupils have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching, collaboratively developing own and other's teaching practice to improve the learning of pupils

### **Make accurate and productive use of assessment**

- Use effective assessment processes within the relevant subject and curriculum areas, including statutory assessment requirements to develop learning
- Make effective use of formative and summative assessment to ensure high levels of pupils' progress in line with the Academy assessment and marking structures.
- Effectively use relevant data to monitor progress, set targets, and plan subsequent lessons for the promotion of high levels of learning
- Give individual pupils regular, effective feedback, both orally and through a range of marking and feedback strategies, enabling pupils to respond to the feedback

### **Manage behaviour effectively to ensure a good and safe learning environment**

- Model effective routines for behaviour in classrooms that promote learning, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's engagement for Learning (behaviour policy)
- Model and have, high expectations of behaviour, and implement a framework for discipline with a range of strategies, using praise, sanctions and the ClassCharts Rewards System consistently and fairly
- Manage all classes effectively, using a range of approaches, which are appropriate to pupils' needs in order to involve, motivate and engage them. Improving standards of achievement

- Maintain excellent relationships with pupils, exercise appropriate authority, and act decisively when necessary.

### **Fulfil wider professional responsibilities**

- Make a positive and effective contribution to the wider life and ethos of the Academy, encouraging others to do the same
- Develop effective professional relationships with colleagues, knowing how and when to draw on and give advice and specialist support
- Deploy support staff effectively within your lessons to maximize student achievement
- Take responsibility for improving teaching and learning through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents to develop pupils' achievements and well-being.

### **Staffing:**

#### **Staff Development: Recruitment / Deployment of Staff:**

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

### **Quality Assurance:**

To contribute to the quality assurance procedures and policies of the academy.

### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

### **Communications:**

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

### **Management of Resources:**

- To contribute to the process of the ordering department supplies through the appropriate channel.

### **Other Specific Duties:**

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.**

**The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**

**The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS check.**

## Person Specification

Criteria	Essential	Desirable
<b>Education and qualifications</b>	<p>UK Qualified Teacher Status</p> <p>A good degree</p> <p>English and Maths GCSE at grade 4 or above (or equivalent)</p>	<p>Appropriate additional qualifications (e.g. NPQ behaviour and culture, NPQ middle leader)</p>
<b>Experience</b>	<p>Team management</p> <p>Teaching to KS3 and KS4</p>	<p>A leadership position in a secondary school setting</p> <p>Teaching to KS5</p>
<b>Knowledge, Skills and Abilities</b>	<p>Excellent subject knowledge.</p> <p>Good ICT skills.</p> <p>To be organised and able to maintain accurate records.</p> <p>To be able to think and plan strategically</p> <p>To be aware of educational developments</p> <p>To have the ability to reflect on your own practice</p>	<p>In depth knowledge of and skills in how to drive attendance in a secondary setting</p> <p>A deep understanding of personal development</p>
<b>Personal Qualities</b>	<p>To be hardworking and committed to the vision of the Academy.</p> <p>To have a willingness to learn and develop new skills.</p> <p>To have the ability to work with initiative.</p> <p>To have the ability to work as an individual and as part of a team.</p> <p>To be focused, aspirational, independent and resilient.</p>	
<b>Commitment and other requirements</b>	<p>Commitment to the excellent education of students and the good standing of the Academy in the local community</p>	

## **Our School**

### **Creating the Best Opportunities for All**

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

### **Wellbeing**

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.