

# Applicant Information



**ST. MARK'S CE SCHOOL**

ONE SCHOOL • SERVING ALL • THROUGH EXCELLENCE



# Executive Headteacher

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

*"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.*

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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# Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

## **One School**

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

## **Serving All**

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

## **Through Excellence**

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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# Assistant Head: Wellbeing & Engagement

**Leadership Scale: L8-L12**

**Full-time**

**Required From Easter 2025, permanent**

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our core Christian values of love, belonging and service are nurtured and modelled through high standards by excellent staff.

We are seeking an Assistant Headteacher to share in and support the leadership of the school. You will be a visible leader of the school, with high expectations of behaviour, pastoral care and educational standards.

In addition, you will support the senior leadership team in operational matters in the school, including community matters, as well as lead the strategic direction and standards of pastoral provision across the school.

Furthermore, you will ensure that all the children in secondary are able to learn and achieve to the best of their ability by coaching and supporting staff, and ensure the pastoral programme meets the expected standards and delivered for strong progress.

We will review applications as and when they are received.

*St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.*



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# Job Description

**Responsible to:** Head Of School Secondary

## **Core Purpose**

- As an Assistant Headteacher to share in and support the leadership of the school
- To be a visible leader of the school, with high expectations of behaviour, pastoral care and educational standards
- To help lead the school in the policies and practises of continuous school improvement and staff development.
- To lead on key actions from the school improvement plan.
- To lead appraisals for teachers as directed by the Head of School
- To support and guide teachers in teaching and learning and leadership as directed by the senior leadership team.
- To support the senior leadership team in operational matters in the school, including community matters
- To lead the strategic direction and standards of pastoral provision across the school.
- To organise and effectively deliver the transition of pupils in and out of St Mark's.
- To maintain at least "Good" progress in teaching responsibilities by upholding the Teacher Standards
- To uphold and promote the distinctive Christian character of the school.

## **Key Areas of Responsibility**

### **Leadership and Management**

- To share in and support the leadership of the school and to bring out the potential for leadership in others
- To deputise for the senior leadership team when required.
- To work in partnership and fully support the senior leadership team in the implementation of school policies and practices and in the development of the school
- To challenge and support others in developing professionally, both formally and informally
- To lead on key initiatives from the school improvement plan, ensuring that this is led well and can demonstrate impact.
- To support the senior leadership team in the appraisal of staff as requested.
- To act as a mentor to staff where appropriate and to organise induction
- To ensure own continuing professional development including attending training opportunities
- To support the Head of School Secondary in the organisation of the day to day running of the phase.
- To organise and lead INSET and workshops for parents/guardians as appropriate
- To work with the Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively
- To be able to stimulate children and colleagues by a positive, active and supportive attitude
- To be fully supportive and an advocate for the mental wellbeing of staff across the school.
- To be actively present before and after school to parents

# Job Description

## Pastoral Care

- To help promote and safeguard the welfare of all children
- To be a visible leader who leads on our behaviour and other related policies, ensuring high standards at all times.
- To monitor behaviour standards and ensure consistency of our policy.
- To organise and maintain standards of rewards and sanctions
- To meet with parents to discuss behaviour of individuals
- Ensure that a high standard of care and good order for all children is maintained
- Promote the spiritual life of the school and lead assemblies/acts of worship in accordance with the school's foundation
- To line manage the Heads of Year, ensuring highly effective communication between the Pastoral Safeguarding Officers and the Heads of Year so that individual student progress, attainment and attendance data is shared and acted upon in a timely fashion.
- To monitor and raise standards of engagement, attendance and punctuality
- To lead the Secondary Pastoral Team meetings.
- To lead the Heads of Year in planning coherent tutor programmes for each year group, including age relevant discussion topics that support the wider world programme of the school.
- To lead the delivery of Collective Worships across the secondary phase, ensuring the team of Heads of Year provide the highest standard of behaviour for other staff and visiting speakers who might be delivering these.
- To monitor and quality assure the work of all pastoral staff.
- To lead the development of the tutor programme and cohort specific events
- To support the Head of Secondary in complex cases and decisions around student suspensions and permanent exclusions.
- Oversee the Transition arrangements from year 6 to 7

## Communication and Community Links

- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors
- To provide information to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and pupils are well informed about the pastoral system.

## Strategic direction and development of the secondary phase

- To help to formulate the aims and objectives of the school and policies for their implementation
- To work in partnership with the Secondary Leadership Team in the cycle of planning, implementation, review and evaluation of the School Improvement Plan
- To monitor and evaluate the impact of the policies, practices, targets and priorities in secondary, identifying developments needed and working with the Secondary Leadership Team to achieve them
- To use data provided to set priorities and formulate and evaluate action plans

# Job Description

## Teaching and Learning

- To be an excellent role model for all staff
- To teach pupils across secondary
- To help to ensure that all the children in secondary are able to learn and achieve to the best of their ability by coaching and supporting staff.
- To ensure the pastoral programme meets the expected standards and delivered for strong progress.

This job description will be reviewed at least annually as part of the appraisal programme. The Executive headteacher may modify it after consultation with the Assistant Headteacher at any time to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be expected to operate under the current School Teachers' Pay and Conditions of Service Document.

# Person Specification

Description	Essential	Desirable
<b>Professional Qualifications</b>		
Qualified Teacher Status	x	
Successful teaching experience	x	
Successful experience of subject leadership		x
Qualification (eg NPQML) in leadership	x	
<b>Skills and Knowledge</b>		
Expert knowledge of legislation and guidance on curriculum requirements	x	
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	x	
Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff	x	
Excellent communication and organisational skills	x	
Knowledge of effective teaching and learning strategies	x	
A good understanding of how children learn	x	
Ability to adapt teaching to meet pupils' needs	x	
Ability to build effective working relationships with pupils and staff	x	
Knowledge of guidance and requirements around safeguarding children	x	
Knowledge of effective behaviour management strategies	x	
Effective communication and interpersonal skills	x	
Ability to communicate a vision and inspire others	x	



# Person Specification

<b>Personal Qualities</b>		
A strong moral purpose and personal commitment to the aim and values of St Mark's C of E School	X	
Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	X	
Commitment to continuous improvement through coaching and professional development	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	
Commitment to equality and safeguarding	X	



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# How to apply

We will review applications as and when they are received.

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'teaching staff' Application form, when completed please email to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

If you need any more information on the role please call:  
02380 772968.

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