

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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Pay range: £xxxxxx per annum
3 hours per week
Approx one meeting a month (5pm start)
Required From 1st April 2025

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 to recruit an experienced, proactive and knowledgeable Governance Professional to support governance at all levels within the school.

This post offers an exciting opportunity to join a growing school and is vital in ensuring that the school demonstrates robust governance and meets its statutory and advisory requirements.

To be successful, you will provide the Board and its committees with authoritative guidance on all areas of governance and constitutional necessities, offer exemplary clerking support and support every tier of the governance structure to function effectively and efficiently.

As governance lead, you will achieve excellent standards of compliance and regularity, and take responsibility for governance documents, management of information, and the maintenance and improvement of systems, processes and communications.

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.



Job Description

The Governance Professional will:

Advice and Guidance

- Provide independent and expert procedural guidance to the governing board on its duties and functions, contributing to the efficient conduct of the board by:
- Providing guidance to the board on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- Updating the governing board on relevant legislation and procedural matters where necessary before, during and after meetings
- Knowing where to access appropriate legal advice, support and guidance, and where necessary seeking guidance from third parties on behalf of the governing board
- Informing the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Updating and informing the board on the regulatory framework for governance (relevant acts and regulations, instruments of government)
- Offering ideas on governance best practice, including on committee structures and self-evaluation ensuring that statutory policies are in place, and highlight when staff need to review them
- Producing the annual calendar of governing board meetings and tasks
- Facilitating new governor induction and ensuring they have access to appropriate documents, including any agreed code of conduct
- Working with the Co-Chair of Governors to ensure new governors have a governor induction.
- Anticipating issues which may arise, and drawing these matters to the chair's attention, proposing recommendations
- Ensuring discussions remain strategic and not operational.
- Manage complaints and appeals process once it gets to governor stage

Organisation and Administration

- Prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. Supports the smooth and effective running of meetings by:
- working with the chair and headteacher to prepare a focused agenda for governing board meetings and committee meetings
- liaising with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation (7 calendar days prior to the meeting date)
- ensuring meetings are quorate, inclusive and well structured
- recording the attendance of governors at meetings (including any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board
- circulating the reviewed minutes to all governors/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the governing board
- following-up on any agreed action points with those responsible and informing the chair of progress
- ensuring a policy schedule is in place and remains up to date

Job Description

Governing Board Membership

- Effective boards need members with the right skills, experience, qualities and capacity. To support the board's proper constitution, it is the responsibility of the Governance Professional to
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity, diversity and skills mix
- establish, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- give procedural guidance concerning conduct of governor elections and assist with election procedures
- collate, maintain and ensure correct publication of information about governors such as any pecuniary interests
- ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board
- maintain a record of training undertaken by members of the governing board
- maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- advise the governing board on succession planning for all governing board roles
- update GIAS within 15 days of any changes taking place.
- Working with the Chair of Governors in placing adverts for governors and ensuring that leads are followed up

Managing Information

- Supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:
- maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership
- maintain copies of current terms of reference and membership of any committees, working parties and any governors with specific oversight of an area e.g. SEND
- maintain a record of signed minutes of meetings and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- maintain records of governing board correspondence
- ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website.

Relationships and Development

Good relationships between the Governance Professional (clerk) and members of the board are essential for open communication. Governance Professionals also have a role to play in supporting and advising the governing board on their self-review and development. The Governance Professional should fulfil these responsibilities, whilst maintaining independence, by:

- developing and maintaining professional working relationships with the chair, the board and school leaders
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development

Job Description

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of clerk should include:

- undertaking appropriate and regular training to maintain knowledge and improve practice
- keeping up to date with current educational developments and legislation affecting school governance
- participating in regular performance management, led by the co- chairs.

Other Duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Person Specification

Please see separate Person Specification document.

How to apply

To apply please visit our website:

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

And complete the 'support staff' Application form, when completed please email to: recruitment@st-marks-southampton.org.uk

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

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