

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 people can get on with their jobs. 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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Health Care Teaching

Grade 6: £27,899 - £30,060 actual salary £19,445 - £20,951
30 hours a week [term time] 8.30am to 3: 00pm

St Mark's CE School is the only all through school in Southampton. We currently have children from Year R - Year 9 and are expanding year on year until 2026. We are one whole school community, where we create a sense of belonging for all who enter our school. The staff report that they are happy here due to our Christian values of love, belonging and service. We look after each other, whilst doing the best we can for our students and their families.

We are looking to recruit a Healthcare Teaching Assistant to join our team. You will assist pupils and staff to deliver daily personal care and medical needs in relation to individual Education, Health and Care Plans (EHCP), personalised learning plans and care plans including Emergency care plans.

You will attend to the personal care needs of pupils; this will include toileting, catheterization, other hygiene needs, help with dressing and/or assisting with reading as required.

To be successful, you will have the ability to understand personal care and medical processes within a school setting, excellent verbal and written skills as well as knowledge of medication administration.

In addition, you will be proficient in using IT systems, such as Google Drive and be able to have regular and effective communication with parents and carers.

Closing date: Monday 31st March at 5pm.

Interview date: Friday 4th April.



Job Description

PURPOSE OF THE JOB

To assist pupils and staff to deliver daily personal care and medical needs in relation to individual Education, Health and Care Plans (EHCP), personalised learning plans and care plans including Emergency care plans. To support individual pupils with their learning and to support pupils' independence and their access to the curriculum.

KEY ACCOUNTABILITIES

- To work as part of a professional team to support the work of teachers in raising standards of pupil outcomes.
- To work with individuals or groups of children, as directed by the class teacher and leadership team, to support subjects and learning across the whole curriculum.
- To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers.
- Work collaboratively with colleagues as part of a professional team, working at all times within school policies and procedures.
- Attend to personal care needs of pupils; this will include toileting, catheterization, other hygiene needs, help with dressing and/or assisting with redressing as required.
- Managing and supporting the medical needs of pupils such as administering emergency medicine and managing episodes of epilepsy.
- Under agreed school procedures to give first aid and medicine where necessary.
- Providing practical assistance in relation to other identified physical needs such as mobility.
- Maintaining and cleaning personal care equipment and materials.
- Keep records related to personal care in conjunction with class teachers and staff nursing teams.
- Keep records related to transportation of medication. Scanning onto the school database termly.
- Build and maintain successful relationships with pupils
- Be able to use school data management systems such as SIMS and Google Drive, in line with schools policies and procedures.
- Support the maintenance of the Asset register in relation to equipment provided by health services.
- Assist with the preparation for school visits, prepare medical documents in liaison with visit leaders, EVC Coordinator and School nursing teams.
- Liaise as necessary with parents and carer, in line with school guidelines and with outside agencies as appropriate.

TRAINING AND DEVELOPMENT

- Complete mandatory training as required.
- Make a commitment to your own professional development, undertaking training and development, identifying your own gaps in learning.
- To undertake training in order to complement school policies and procedures including being competent on School ICT platforms, including
 - Health & Safety
 - Manual Handling and lifting
 - Oral Medication
 - Enteral Feeding
 - Catheterization
 - Epilepsy
 - First Aid
 - SIMS
 - Google Drive
 - National College

OTHER DUTIES

- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Participate as a member of the school community in promoting the work of the school
- Undertake any other tasks and responsibilities appropriate to the level of this post as directed by the Executive Headteacher/Director of Operations.

Person Specification

Description	Essential	Desirable
<i>Qualifications and Training</i>		
Relevant Qualifications linked to the role	✓	
Excellent verbal and written skills	✓	
Ability to understand personal care and medical processes within a school setting	✓	
An ability to adapt to a new way of working which may differ from other school settings	✓	
An understanding of safeguarding and confidentiality	✓	
An understanding of pupils with PMLD and/or SEN		✓
NVQ level 2 or equivalent		✓
Moving and Handling trained		✓
First Aid Trained		✓
Catheterization Trained		✓
Epilepsy Trained		✓
Enteral Feed trained		✓



Person Specification

Description	Essential	Desirable
<i>Experience</i>		
Demonstrate experience of working with children in a care or school setting	✓	
Knowledge of pupils with medical needs and the use of care plans in school.	✓	
Knowledge of medication administration	✓	
Regular and effective communication with parents and carers	✓	
Using computers and Google Drive	✓	
Transferable skills which could meet these requirements	✓	
Demonstrable experience of working with children in a SEND school		✓
Working within a busy environment preferably in a school or health care setting		✓
Experience of working with a range of professionals		✓
Working with vulnerable children and their families		✓
Confidence in using SIMS		✓

Person Specification

Description	Essential	Desirable
<i>Knowledge and Understanding</i>		
Knowledge and understanding of KCSIE.		✓
Ability to implement and contribute to risk assessments		✓
Evidence of an understanding of Health and Safety issues of working with pupils	✓	
Good standard of spoken and written English and be able to communicate effectively with pupils and parents/carers	✓	
Evidence of an ability to work collaboratively with teachers and others,	✓	
Carry out all aspects of the role to a high standard.	✓	
Communicate with pupils, colleagues, parents/carers and professional in a clear, friendly and professional manner.	✓	
Able to stay calm under pressure	✓	
Ability to record interactions accurately and timely.	✓	
Ability to prioritise in a fast paced environment	✓	
Ability to maintain professional standards	✓	
Ability to work as part of a team and independently.	✓	

Person Specification

Description	Essential	Desirable
<i>Characteristics and Competencies</i>		
Training in Autism, SEND, Trauma Informed Practice, Manual Handling		✓
First Aid at Work qualification		✓
Evidence of a willingness to undertake appropriate professional development	✓	
Evidence of commitment to the principles of equality and celebrating diversity	✓	
Ability to meet physical needs of pupils	✓	
Ability to participate in swimming, PE and physical activities	✓	
Commitment to promoting the school and taking an active part in the wider life of the school	✓	
Commitment to promoting pupil wellbeing and knowledge of safeguarding within a school setting	✓	

How to apply

Closing date: Monday 31st March at 5pm.

Interview date: Friday 4th April.

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.

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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