

Applicant Information Pack



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Executive Headteacher Message

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 2 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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Leadership Scale: L8-L12

Full-time

Required From September 2026

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 school provision meets the expected standards and delivers strong progress and outcomes.

We will review applications as and when they are received.

Closing Date: 11:55pm, Tuesday 12th May 2026

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: Lead on Provision for Learning across the Secondary Phase

The Assistant Headteacher (Provision) will play a pivotal role in ensuring that all pupils achieve their potential, with a particular focus on curriculum provision, deployment of staff and alternative arrangements for vulnerable pupils. They will provide inspirational leadership, strategic direction, and operational oversight of curriculum related initiatives, supporting the school in meeting its improvement priorities, whilst supporting the school's core values of Love, Service and Belonging

- 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 oversee staff deployment including cover
- To have oversight of careers and work experience
- To lead the strategic direction of the curriculum
- 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.

Job Description

- 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

Raising Achievement

- Manage staff deployment and curricular provision to maximise engagement, effective teaching and intervention
- Oversee targeted provision for vulnerable students (e.g. Pupil Premium, SEND, EAL, high prior attainers).
- Work with teaching staff to ensure the highest quality of teaching, learning, and assessment.

Curriculum, Teaching & Learning and Assessment

- Collaborate with senior leaders on curriculum design to support achievement.
- Oversee the efficient and effective deployment of teaching staff, including cover
- Promote the use of evidence-informed strategies to improve outcomes.
- Lead staff training on curriculum development and careers guidance
- Support middle leaders to deliver consistently high standards.
- Oversee transition points, KS2 to 3, KS3 to 4 and post 16 progression pathways

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 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 monitor and quality assure the work of all pastoral staff.
- To support the Head of Secondary in complex cases and decisions around student suspensions and permanent exclusions.

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 progression routes and career opportunities

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.
- Support the Head of Secondary with recruitment arrangements

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
- Lead on strategies to ensure the curriculum provision is in line with statutory requirements and forward thinking developments
- Contribute to the development and implementation of the School Improvement Plan with a focus on achievement.
- Analyse performance data to identify trends, strengths, and areas for development.
- Champion high expectations, equity, and inclusion for all pupils.

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 Head of Secondary 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
Professional Qualifications		
Qualified Teacher Status	x	
Successful teaching experience	x	
Successful experience of subject leadership and/or Pastoral	x	
Qualification (eg NPQSL, NPQML) in leadership	x	
Skills and Knowledge		
Expert knowledge of legislation and guidance on curriculum requirement and understanding of the use of timetabling programmes to manage staff deployment efficiently and effectively	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

Personal Qualities		
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	
Knowledge and experience of data analysis, manipulation and interrogation to evaluate standards and raise achievement		X
Confidence and experience with school information management systems		X
Understanding and experience of the curriculum and assessment framework		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	



How to apply

We will review applications as and when they are received.

Closing date: Tuesday 12 May (11.55pm)

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 or via TES.

If you need any more information on the role or to arrange a visit please call: 02380 772968 or email bgodber@st-marks-southampton.org.uk

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