

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 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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Exam Access Arrangements Coordinator

Exam Access Arrangements Coordinator

Grade 6 – FTE £28,792 - £31,022 per annum, actual £24,750 - £26,667

37 hours per week, term-time only

Full-time, permanent

Required as soon as possible

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our ethos of nurture and high standards and expectations will be modelled through the school by excellent staff.

We are seeking a highly organised and committed Exam Access Arrangements Coordinator to join our SEND team. The successful candidate will coordinate, assess, implement and monitor exam access arrangements for students across the secondary phase, ensuring full compliance with current Joint Council for Qualifications (JCQ) regulations and the school's SEND strategy.

This role plays a key part in identifying students' needs through screening and assessment, coordinating specialist testing, maintaining accurate records, and ensuring that access arrangements reflect students' normal way of working. The postholder will also line manage Teaching Assistants and contribute to the strategic development of SEND provision under the direction of the Head of SEND.

For more information and to apply, please visit

<https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form. Completed applications should be then emailed to: recruitment@st-marks-southampton.org.uk

Closing date: 11:55pm, Sunday 12th April 2026

Interview date: TBC

We reserve the right to call candidates for interview and appoint to the role before the closing date.

Unfortunately we do not have the ability to support sponsorship.

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

ACCOUNTABLE TO: Head of SEND

GRADE: 6

PURPOSE OF THE POST

To coordinate, assess, implement and monitor exam access arrangements for students across the secondary phase, ensuring compliance with JCQ regulations and whole-school SEND strategy. The postholder will complete early screening and in-school assessments, coordinate specialist testing, maintain accurate records, and ensure students' normal way of working reflects agreed arrangements. The role includes line management of Teaching Assistants and contributing to the strategic development of SEND provision under the direction of the Head of SEND.

KEY TASKS

1. Screening and Assessment

- Conduct early identification screening for literacy, dyslexia, mathematics and other key needs using approved school assessment software.
- Conduct assessments using the Southampton NDP tool, to support tracking of pupils with neurodivergency and documenting their needs.
- Carry out in-school assessments to identify potential access arrangements in line with current JCQ regulations.
- Carry out in-school assessments for any new students joining the school inter year, to provide a clear picture of their strengths and needs.
- Analyse assessment data and produce clear written summaries of findings.
- Support the identification of students who may require further diagnostic testing.
- Liaise with the external Specialist Assessor to coordinate full access arrangements assessments where required.
- Support primary phase screening processes when necessary to ensure smooth transition and early identification.

2. Exam Access Arrangements (JCQ Compliance)

- Lead the coordination and completion of Form 8 (Profile of Learning Difficulties) and Form 9 (Processing Difficulties) documentation in accordance with current JCQ guidelines.
- Ensure all arrangements meet the criteria of students' normal way of working.
- Maintain accurate, compliant and audit-ready records.
- Upload and manage relevant documentation on the appropriate reporting systems for submission to JCQ.
- Monitor deadlines and ensure timely submission of applications.
- Prepare documentation for internal and external audits.

3. Student Support and Monitoring

- Work directly with students to review agreed support and promote independence.
- Support students in class to ensure exam arrangements reflect normal classroom practice, and so students can gain experience using their support.
- Act as a TA as required to support students and help identify pupils with additional needs.
- Monitor the implementation and effectiveness of access arrangements.
- Identify pupils who may require additional screening or intervention.
- Update pupil support plans with screening outcomes and agreed arrangements.
- Maintain clear, accurate records of assessment results and support strategies.
- Provide support to students on how to use exam support such as ClaroRead software, reading pens, word processors.
- Produce visual resources to explain how to use access arrangements support provided to students.

4. Communication and Collaboration

- Work closely with the SENCO Assistant to ensure clear and sensitive communication with parents/ carers regarding screening outcomes and access arrangements.
- Liaise with teaching staff to ensure awareness and consistent implementation of arrangements.
- Provide guidance to staff on supporting students with access arrangements, including contributing to training alongside the Head of SEND as required.
- Contribute to transition discussions and annual reviews as required.
- Work closely with the attendance team to support screening of new students joining the school.

5. Line Management and Leadership

- Line manage a designated group of Teaching Assistants.
- Contribute to performance management and appraisal processes.
- Support the professional development of TAs in implementing effective classroom support.
- Model best practice in inclusive classroom support.

6. Strategic Contribution

- Report regularly to the Head of SEND, providing updates, data summaries and impact reports.
- Contribute to the strategic development of exam access arrangements within the SEND provision.
- Ensure practice reflects current legislation and regulatory requirements.
- Follow the strategic direction set by the Head of SEND.
- Keep up to date with key changes to the JCQ frameworks, including attending annual training.

Job Description

Safeguarding

The Exam Access Arrangements Coordinator will be expected to safeguard and promote the welfare of children and young people in accordance with school policies and statutory guidance.

Supporting the School

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties

The postholder 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

Description	Essential	Desirable
HLTA qualification or equivalent experience.	X	
Experience working within a secondary school and with pupils with SEND.	X	
Excellent written skills, particularly for formal documentation (e.g., Form 8/9).	X	
Proficiency with the use of computer technology, including Excel.	X	
Strong organisational skills with attention to detail and compliance.	X	
Effective communication skills with students, parents and staff.	X	
Strong understanding of exam access arrangements and JCQ regulations.		X
Experience conducting literacy and numeracy screening assessments.		X
Experience coordinating external specialist assessments.		X
Experience supporting both primary and secondary phases.		X
Knowledge of pupil support planning systems.		X
Training in dyslexia or specific learning difficulty screening tools.		X
Experience line managing or mentoring support staff.		X



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/>

Please complete the 'support 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 please call: 02380 720056 or email hr@st-marks-southampton.org.uk

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