

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.

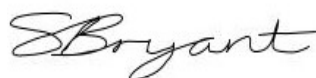
Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, 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



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

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.



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Primary HLTA – Alternative Provision Lead

Primary HLTA – Alternative Provision Lead

37 hours per week, 8:00am – 3:30pm

Permanent, term-time only

Grade 7 – FTE £32,061 - £36,362 per annum

Actual salary – £27,560 - £31,257 per annum

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.

The Primary HLTA – NEST Alternative Provision Lead plays a key role in the delivery of high-quality alternative provision for pupils with high levels of need who are currently unable to access the mainstream classroom full time.

The postholder will lead the day-to-day operation of the school's internal alternative provision (The NEST), supporting primarily EYFS and Key Stage 1 pupils with communication and language needs, social communication difficulties and associated SEND needs.

Working closely with the SENCO, class teachers, external agencies and families, the postholder will ensure that pupils receive personalised, structured and nurturing provision that enables them to develop communication, independence, emotional regulation and readiness to access learning successfully.

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

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.



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Job Description

POST TITLE: Primary HLTA – Alternative Provision Lead

GRADE: Grade 7

CONTRACTUAL HOURS: 37 hours a week, term time only

ACCOUNTABLE TO: Head of SEND

DIRECT REPORTS: Allocated Teaching Assistants and support staff working within the school's alternative learning space, the 'NEST' provision.

PURPOSE OF THE JOB

The Primary HLTA – NEST Alternative Provision Lead plays a key role in the delivery of high-quality alternative provision for pupils with high levels of need who are currently unable to access the mainstream classroom full time.

The postholder will lead the day-to-day operation of the school's internal alternative provision (The NEST), supporting primarily EYFS and Key Stage 1 pupils with communication and language needs, social communication difficulties and associated SEND needs.

Working closely with the SENCO, class teachers, external agencies and families, the postholder will ensure that pupils receive personalised, structured and nurturing provision that enables them to develop communication, independence, emotional regulation and readiness to access learning successfully.

The role includes responsibility for:

- Leading and coordinating provision within The NEST
- Planning and implementing bespoke provision and timetables for identified pupils
- Supporting pupils with high levels of communication and interaction need
- Directing and supporting staff working within the provision
- Monitoring pupil progress and provision impact
- Working collaboratively with parents, teachers and external professionals
- Supporting the transition back to the mainstream classroom at the end of the intervention period

Key Responsibilities

1. Leadership of The NEST Provision

Lead the day-to-day running of The NEST alternative provision

Create a safe, nurturing and structured learning environment for pupils with high levels of need

Develop routines and systems that support communication, regulation and engagement in learning

Ensure provision is responsive to pupils' individual developmental and emotional needs

Support pupils to develop readiness for increased access to mainstream learning where appropriate

2. Pupil Support and Provision Planning

Support pupils with complex SEND needs, particularly communication and language difficulties

Plan and implement personalised provision and adapted timetables alongside class teachers and the SENCO

Deliver highly tailored learning and developmental activities appropriate to EYFS and KS1 pupils, including the engagement model curriculum.

Use strategies that support communication, emotional regulation, attention and engagement

Promote pupils' independence, confidence and social interaction skills

3. Communication and Interaction Support

Use and model alternative and augmentative communication approaches where appropriate

Support the development of speech, language and communication through targeted strategies and interventions

Use approaches such as Makaton, visual supports, communication boards, structured routines and sensory regulation strategies

Work closely with Speech and Language Therapists and other professionals to implement recommendations effectively

4. Collaboration with Teaching Staff

Work proactively with class teachers to ensure provision is aligned with curriculum expectations and pupil outcomes

Support effective transition and reintegration between The NEST and mainstream classrooms

Contribute to planning meetings and pupil reviews

Provide advice and guidance to staff on adaptive approaches and communication-friendly practice

Job Description

5. Multi-Agency Working

Liaise effectively with external agencies and professionals including Speech and Language Therapy, Educational Psychology and SEND support services

Attend and contribute to multi-agency meetings and reviews

Implement and monitor recommendations from external professionals

Support the SENCO with referrals, evidence gathering and SEND documentation

6. Parental and Carer Engagement

Build positive and supportive relationships with parents and carers

Communicate regularly regarding pupil progress, provision and wellbeing

Attend and contribute to review meetings

Support families in understanding strategies and approaches used within school

7. Quality Assurance and Monitoring

Monitor the effectiveness and impact of provision within The NEST

Track and report on pupil progress and developmental outcomes

Contribute to the evaluation and continuous improvement of alternative provision

Maintain accurate records, observations and provision documentation

8. Staff Direction and Support

Direct and support Teaching Assistants and support staff working within The NEST provision

Model effective practice and promote consistent approaches

Provide guidance, coaching and day-to-day feedback to staff

Contribute to the development of staff confidence and understanding of SEND strategies

9. Inclusion and Classroom Practice

Promote inclusive approaches across the school

Support pupils in accessing mainstream opportunities where appropriate

Model effective adaptive practice for supporting pupils with communication and interaction needs

Contribute to whole-school understanding of SEND and inclusion

Support intimate care needs where required.

10. Professional Collaboration and Development

Work closely with the SENCO and wider SEND team to review provision and priorities

Contribute to staff training and professional development where appropriate

Engage in ongoing professional learning linked to SEND, communication and early years practice

Job Description

Safeguarding

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

Additional Information

This role offers an exciting opportunity to lead and shape a nurturing internal alternative provision for pupils with high levels of SEND need. The successful candidate will play a key role in improving communication, engagement and inclusion outcomes for some of the school's most vulnerable learners.

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
Experience of working with primary-aged pupils with SEND, particularly communication and interaction needs	X	
Experience of supporting pupils who are unable to access mainstream provision full time	X	
Strong understanding of child development, particularly within EYFS and KS1	X	
Experience of working collaboratively with parents, teachers and external agencies	X	
Ability to plan and adapt provision to meet individual needs	X	
Strong communication, organisational and interpersonal skills	X	
Ability to lead and direct other staff effectively	X	
Commitment to inclusive practice and improving outcomes for pupils with SEND	X	
HLTA qualification or equivalent experience		X
Knowledge and experience of alternative communication approaches including Makaton		X
Experience of leading provision or interventions within a SEND setting		X
Experience of working with pupils with speech, language and communication needs		X
Knowledge of the EYFS curriculum and early developmental approaches		X
Experience of supporting pupils with sensory and emotional regulation needs		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 require any further information on the role or would like to visit our school in action, please telephone the HR Officer on: 023 80772968 extension 20056, or email: hr@st-marks-southampton.org.uk

Closing date: 11:55pm on Friday 19th June 2026

Interview date: TBC

We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate. Early applications are therefore strongly encouraged.

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.



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE