

# 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 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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# Heads of Year

## Heads of Year Years 7, 8 and 9 Required from September TLR 2.1

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 outstanding leaders to be a Head of Year for either Years 7, 8 or 9. As a Head of Year, you will lead and quality assure the education your students are experiencing and you will monitor their academic, extra-curricular and pastoral progress, intervening where necessary to ensure all students experience success.

To be successful, you will be an outstanding teacher with experience of being a highly successful tutor. You will be a role model for our students with a visible presence around the school, and you will be able to support your tutor team to be the best they can be. In addition, you will have experience of working with parents to achieve best outcomes for their children.

We know that outstanding leaders have transferable skills and are confident and effective in all aspects of their leadership but we also recognise that as a Head of Year, you will need support and challenge yourself so that you can grow to be the best you can be.

Closing date: 7th May 2024.

Interview date: 17th May 2024.

*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

**Hours: Full-time Accountable to: Assistant Headteacher, Secondary**

## **Main Purpose:**

- Play a leading role in the pastoral care system to ensure it fully reflects the school's Christian ethos and values as set out in the school aims.
- Raise standards of attainment and achievement within the year group, supporting interventions to improve progress where necessary
- Lead, monitor and support the personal development of students in the year group
- Oversee the attendance, behaviour and wellbeing of students in the year group, leading actions to improve standards as necessary
- Lead, manage and develop the tutor team and associated staff to ensure the pastoral system is highly effective, delivering excellent care, guidance, support and outcomes for our students

## **Accountability:**

- Ensure that the work of the tutor team fully reflects the school's Christian ethos and mission.
- Ensure the effective and consistent implementation of any statutory and non-statutory aspects relating to pastoral care and application of the school's policies and procedures; for example home-school agreements, involvement of and support for parents in their child's education and well-being, and behaviour and attendance .
- Develop and implement strategies for monitoring and evaluating the quality and effectiveness of these programmes.
- Responsibility for the consistent day-to-day running of activities in the year group during registration periods
- Plan for student engagement, safety and wellbeing
- Support form tutors build effective partnerships with students and their parents/carers

## **Engagement and Achievement:**

Working with form tutors and relevant support staff to:

- provide effective care, guidance and support for pupils
- use data on pupil achievement to evaluate pupil progress and development, and inform action plans to support their learning and/or emotional and social development.
- monitor standards of attainment, achievement, behaviour and attendance and take action as necessary to raise standards.
- show particular awareness of particular stages of transition, whether at the start of a new year group or key stage, liaising with support staff linked to transition where necessary to ensure additional support

# Job Description

## Leading and Development:

- Monitor the effectiveness of tutoring, and provide training, support and guidance where necessary to provide the highest standards of personal development and wellbeing
- Develop and maintain personal expertise and share this with form tutors and other staff as necessary.
- Monitor and evaluate standards of tutor time, identifying and addressing areas for improvement
- Ensure good behaviour is promoted through the conversations tutors have with pupils
- Lead interventions delivered in tutor time or assemblies and through the delivery of Curriculum Enrichment Days which focus on PSHE topics as required

## Wider Leadership:

- Under the reasonable direction of the Executive Headteacher or Head of School Secondary, carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document
- Work with colleagues to formulate aims, objectives and strategic plans for the year group, key stage and whole school which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- be a role model of good practice for form tutors, modelling effective practice with them where necessary
- Support the senior team as necessary to ensure the school pastoral systems and procedures are effective
- Ensure that school policies are consistently implemented by all staff.
- Assist with the induction, monitoring and support of new staff
- Monitor and review training needs regularly with their year team
- Co-ordinate the individual behaviour strategies or plans for pupils
- Promote high standards of behaviour, dress, attendance and punctuality
- Monitor behaviour within the year group using SIMS (and CPOMS where relevant) and discuss trends and patterns with line manager and other heads of year
- Complete behaviour analysis and interventions as required
- Communicate as necessary with parents, staff members, outside agencies, Learning Support, Senior Leadership Team, Head of school Secondary or Executive Headteacher.
- Keep up-to-date records of pupils on attendance and behaviour and of communications with staff, parents and external agencies
- To support leaders in the design and implementation of Bootcamp and transition processes as necessary

# How to apply

Closing date: 7th May 2024.

Interview date: 17th May 2024.

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](mailto:recruitment@st-marks-southampton.org.uk)

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

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