

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 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 primary phase has an established dedicated leadership team, who supported by the wider senior team ensures that all new staff feel supported and that they belong. 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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Librarian

(Grade 5) £17,830 - £19,050 actual (£25583 - £27332 FTE)

Term time only 30 hours 8.30 - 3pm

Required ASAP, full-time, permanent

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.

Are you passionate about books, literacy, and inspiring young minds? If so, we are seeking a dynamic, organized, and enthusiastic School Librarian to manage our library and support our students' love for reading and research.

You will be responsible for managing the day-to-day running of the school library, including cataloguing, lending, and stock management. In addition, you will promote a culture of reading for pleasure and academic success across all age groups, assist students and staff in selecting appropriate resources for reading and study as well as organise reading programs, book fairs, and literacy events.

To be successful, you will have strong communication and interpersonal skills, excellent organisational and IT skills with a passion for reading and working with children and young people.

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: Monday 15th September

Interview Date: Friday 19th September

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, Primary

PURPOSE OF THE JOB

- To manage the school library and ensure its efficient operation
- To promote an enjoyment of reading and to assist children to grow as confident, independent library users

KEY ACCOUNTABILITIES

1. To manage the day to day organisation of the library and its resources and stock;
2. To be responsible for the day to day supervision and guidance of any student library Assistants and/or volunteer helpers;
3. To supervise children using the library, whether singly or in groups, ensuring that health, safety and welfare procedures are adhered to;
4. To encourage a love of reading through storytelling, promotional events and lunch clubs and through knowledge of children's literature
5. To assist and guide the children in their selection of books and resources and to promote and encourage an enjoyment of books and reading;
6. To provide advice and guidance to teaching staff on the selection of texts for specific age groups and abilities and to support particular topics of study;
7. To assist with the management of the library budget, in consultation with the School Business Manager as necessary;
8. To order new books and other resources, within the limits of the budgetary allocation, as appropriate to the school's requirements and in consultation with teaching staff;
9. To liaise with the School Library Service to loan appropriate books and materials;
10. To undertake an annual stock check, chase missing/outstanding books, and carry out repairs to books as required
11. To promote the library through attractive presentation, effective displays and a welcoming environment in the library and book corners in the primary phase.

SUPPORTING THE SCHOOL

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

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

Job Description

2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. 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.
4. 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.

How to apply

Closing Date: Monday 15th September

Interview Date: Friday 19th September

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.

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