

# 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 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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# Pastoral Officer

## Pastoral Officer

FTE: £27,899 - £30,060

Actual salary: £23,982 - £25,840

35 - 37 hours per week

Required from September 2025

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 core Christian values of love, belonging and service are nurtured and modelled through high standards by excellent staff.

We are seeking a Pastoral Officer for our Secondary phase. You will ensure that students' personal, social and emotional needs are met and supporting students to be the best versions of themselves, as well as supporting the leadership team, the Heads of Year and the Pastoral and Safeguarding Team in the day-to-day management of students' pastoral and behaviour issues.

To be successful, you will have experience in an education setting and have experience with working with young people including those who may have sensitive issues, be angry, difficult or upset.

We observe 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.

Closing date: 7th July 2025.

*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

## Overview

The Pastoral Officer is a key role within the school; ensuring that students' personal, social and emotional needs are met.

The Pastoral Officer will work with all applicable students, being accountable for students' well-being needs ensuring they do not act as a barrier to their secondary phase achievement at school.

The person appointed will perform the following key roles:

- Keeping up to date with legislation changes and make recommendations for policy changes to the senior leadership team.
- Lead initiatives that have a specific and measurable impact on the pastoral priorities set out in the School Improvement Plan (SIP). These will typically be linked to attendance, behaviour and safeguarding but may vary based upon specific groups of pupils or current priority.
- Ensure that effective communication between all stakeholders (parents, carers, teachers, support staff, external agencies etc.) supports students to secure the best possible outcomes.

With this key role are a number of day-to-day functions that will include:

### *Monitoring*

- Monitor data within the school's Management Information System (SIMS) to track progress against key performance indicators (including attendance, behaviour and pastoral needs) for specific groups of pupils.
- Identify students in need of additional pastoral support, as early as possible.

### *Interventions and Support*

- Work proactively with students on a day-to-day basis, providing early response to meet students' individual pastoral needs.
- Coordinate the pastoral care provided by others to support individual students or groups of students.
- Support parents of children with pastoral needs.
- Review interventions and support, as necessary.
- To provide support to parents by accessing additional resources such as SCRATCH and food bank, plus other outside agencies, e.g Young Carers.

# Job Description

## *Communication*

- Act as 'key contact for students and their parents or carers.
- Report to other staff, as requested, regarding students' pastoral needs and the effectiveness of the interventions and support they are receiving.
- Have an overview of transitions, in and out of the secondary phase (where appropriate), facilitating the production and distribution of relevant student information.

## **Key Accountabilities**

### *Day-to-Day Accountabilities*

- To lead on day-to-day safeguarding in the secondary phase and ensure responsibilities are fulfilled.
- To be the lead on safeguarding within the school, ensuring procedures are followed, briefing the Senior Designated Person accordingly.
- To represent the Headteachers in multi-agency meetings.
- To attend relevant safeguarding updates and disseminate this information to others.
- To collect data to support and measure engagement in learning, attendance and social development, producing reports for the governing body, Senior Leadership Team and Local Authority as required.
- To work with key cases for attendance, where absence is a result of pastoral or parental issues.
- Advice on parenting skills training courses for parent/carers and act as the first point of school contact on all welfare issues for parents/carers.
- Investigating and supporting pupils with pastoral behaviour issues that arise and coming to an effective outcome which makes appropriate use of all school policies and procedures. This includes use of regard sanctions liaison with relevant staff, agencies and parents.
- Providing effective mentoring (one-to-one) and small group monitoring support and incentives for improving emotional wellbeing. .
- Making judgements regarding when to refer students to external agencies for counselling or more specialised intervention as appropriate.

# Person Specification

Description	Essential	Desirable
<b>Professional Qualifications</b>		
Educated to degree level		X
<b>Knowledge and Experience</b>		
Experience of working in an educational setting	X	
Full working knowledge of relevant policies/codes of practice/legislation		X
Experience of working with young people including those who may have sensitive issues, be angry, difficult or upset	X	
Experience in leading on mental health strategies.		X
Experience of working on own initiative and making decisions	X	
Experience of working with Parents/Carers and outside agencies		X
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>A strong moral purpose and personal commitment to the aim and values of St Mark's C of E School</li> </ul>		
<ul style="list-style-type: none"> <li>A genuine commitment to Inclusion in its widest sense and to the wellbeing, support and achievement of students</li> </ul>	X	
<ul style="list-style-type: none"> <li>A caring, people person who is honest, approachable, empathic and who demonstrates commitment to the well-being of staff as well as pupils.</li> </ul>	X	
<ul style="list-style-type: none"> <li>A person who is collegiate in approach, who works well with others in local networks and communities.</li> </ul>	X	
<ul style="list-style-type: none"> <li>A person with energy and initiative who can manage their own time effectively in order to achieve challenging goals</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent organisational skills with the ability to work under pressure and to deadlines</li> </ul>	X	

# How to apply

Closing date: 7th July 2025.

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

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

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