

# 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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# Pastoral Support Manager

## Pastoral Support Manager

Grade 8 – FTE £37,280 - £40,778 per annum

37 hours per week, term-time only

Required from April 2026

St Mark's CE School is seeking an experienced and values-driven Pastoral Support Manager to lead our pastoral provision in line with our Christian values of Love, Service, and Belonging on a permanent basis.

This is a key leadership role, combining strategic oversight of pastoral systems and staff with direct responsibility as Pastoral Officer for a designated year group. You will play a central role in ensuring every pupil feels safe, supported, and able to flourish.

### What You'll Do

- Lead and line manage the pastoral team, ensuring consistent, high-quality practice
- Oversee attendance, behaviour, wellbeing, inclusion, and reintegration
- Quality assure pastoral and behavioural interventions and their impact
- Act as a Non-Operational Deputy Designated Safeguarding Lead (DDSL)
- Work closely with SLT, SENCo, families, and external agencies
- Retain hands-on pastoral responsibility for one year group

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

Closing date: 11:59pm, Sunday 22<sup>nd</sup> February 2026

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

## Pastoral Support Manager

Grade 8

37 Hours per week - Term Time Only

### Job Purpose

The Pastoral Support Manager provides strategic leadership and operational oversight of pastoral provision across the school, ensuring that pupils' wellbeing, behaviour, attendance, inclusion, and engagement with learning are effectively supported.

The role combines:

- Whole-school leadership of pastoral systems and staff
- Quality assurance of interventions and safeguarding practice
- Direct pastoral responsibility as Pastoral Officer for one designated year group, ensuring the role remains grounded in day-to-day pupil experience.

The post holder will line manage pastoral staff, work closely with SLT, SENCo, and external agencies, and play a key role in inclusion, reintegration, and safeguarding.

### Key Responsibilities

#### 1. Strategic Leadership & Line Management

- Line manage Pastoral Officers and pastoral support staff, providing clear direction, supervision, coaching, and performance management.
- Lead regular pastoral team meetings, case discussions, and reflective practice to ensure consistency and high standards.
- Support professional development through training, appraisal, and mentoring.
- Ensure pastoral staff adhere to behaviour, attendance, safeguarding, and inclusion policies.
- Contribute to whole-school inclusion strategy and promote an inclusive ethos.

#### 2. Pastoral Officer Responsibility (Designated Year Group)

- Act as Pastoral Officer for one identified year group, holding direct responsibility for:
  - Attendance monitoring and follow-up
  - Behaviour support and intervention
  - Pupil wellbeing and family liaison
- Develop strong relationships with pupils, families, tutors, and year leaders.
- Lead reintegration following exclusion, internal isolation, or extended absence.
- Model high expectations, restorative practice, and child-centred support.
- Ensure that pastoral leadership decisions are informed by frontline practice.

# Job Description

## 3. Pastoral Interventions & Quality Assurance

- Lead and oversee the planning, delivery, and review of pastoral and behavioural interventions.
- Ensure interventions are:  
Evidence-based  
Time-limited  
Impact-driven
- Monitor outcomes using attendance, behaviour, safeguarding, and progress data.
- Report trends and impact to SLT.
- Ensure targeted support for vulnerable pupils, including those with SEND, SEMH needs, and those at risk of exclusion or persistent absence.

## 4. Behaviour, Inclusion & Reintegration

- Support effective reintegration following:  
Fixed-term exclusion  
Internal isolation  
Alternative provision  
Extended absence
- Assist with the management of complex admissions and transitions.
- Support transitions:  
KS2–KS3  
KS4 and post-16 pathways
- Work with pupils individually and in small groups to promote positive behaviour, engagement, and self-regulation.
- Support pupils in making positive, informed choices about their behaviour.

## 5. Isolation & Internal Provision Oversight

- Oversee the effective operation of internal isolation or inclusion rooms.
- Ensure isolation is used proportionately and in line with behaviour policy and statutory guidance.
- Ensure focus on:  
Reflection  
Restorative work  
Reintegration into lessons
- Monitor and analyse isolation data and impact.
- Ensure appropriate resources, staffing, and learning materials are in place.

# Job Description

## 6. Safeguarding & Child Protection

- Act as a Non Operational Deputy Designated Safeguarding Lead (DDSL).
- Respond to safeguarding concerns, ensuring:
- Accurate recording when receiving concerns
- Appropriate follow-up with DSL and operational DDSLs.
- Maintain accurate, confidential records in line with statutory guidance.
- Support Pastoral officers with key 'need to know' information for year groups to ensure children are adequately supported.

## 7. Inclusion, SEND & Multi-Agency Working

- Work closely with the SENCo to support pupils with SEND and additional needs.
- Support the development and implementation of:
  - Pastoral Support Plans
  - Behaviour Support Plans
  - Risk Assessments
- Liaise with:
  - Local Authority services
  - Pupil Support Services
  - Specialist SEN professionals
  - External agencies
- Ensure education remains a priority within multi-agency support.

## 8. Data, Tracking & Reporting

- Use data to identify pupils at risk and monitor progress.
- Track attendance, behaviour, wellbeing, and reintegration outcomes.
- Maintain accurate and confidential records, including provision mapping.
- Provide regular reports to SLT on:
  - Pastoral trends
  - Intervention impact

## 9. Communication & Partnership

- Work closely with parents and carers of vulnerable pupils.
- Maintain effective communication between home, school, and external services.
- Attend parental consultation evenings and multi-agency meetings.
- Support whole-school quality assurance in pastoral and inclusion practice.

## Other Duties

- Undertake supervision duties as required.
- Work some hours after school or evenings to engage families and attend meetings.
- Carry out other duties commensurate with the role, following appropriate training.

# Person Specification

Description	Essential	Desirable
<b>Qualifications &amp; Training</b>	X	
GCSEs (or equivalent) in English and Maths	X	
Relevant training/qualification in pastoral care, behaviour, inclusion, safeguarding, or child development	X	
Safeguarding / Child Protection training at DSL or DDSL level		X
Leadership or management qualification		X
<b>Experience</b>		
Experience working in a pastoral, behaviour, inclusion, or safeguarding role	X	
Experience supporting vulnerable pupils, including SEND and/or SEMH	X	
Experience working with parents/carers and external agencies	X	
Experience planning, delivering, and reviewing pastoral or behavioural interventions	X	
Experience of line managing or supervising staff		X
Experience of whole-school pastoral or inclusion leadership		X
Experience supporting reintegration following exclusion or extended absence		X
<b>Knowledge &amp; Understanding</b>		
Knowledge of safeguarding and child protection procedures	X	
Understanding of behaviour management and attendance strategies	X	
Understanding of SEND and SEMH needs	X	
Knowledge of statutory guidance related to safeguarding, behaviour, and attendance	X	
Knowledge of restorative or trauma-informed approaches		X
Understanding of multi-agency working and LA processes		X



# Person Specification

Description	Essential	Desirable
<b>Skills &amp; Abilities</b>		
Ability to lead, support, and develop staff	X	
Strong communication skills with pupils, families, and professionals	X	
Ability to manage complex situations calmly and professionally	X	
Ability to analyse data to track impact and inform decisions	X	
Strong organisational and record-keeping skills	X	
Coaching or mentoring skills		X
Experience of report writing for senior leaders		X
<b>Personal Qualities &amp; Values</b>		
Commitment to the Christian ethos and values of Love, Service, and Belonging	X	
Child-centred, inclusive, and compassionate approach	X	
Resilient, reflective, and solution-focused	X	
High levels of integrity, professionalism, and confidentiality	X	
Ability to build trusting relationships	X	
<b>Other Requirements</b>		
Willingness to work flexibly, including occasional evenings	X	
Commitment to safeguarding and promoting pupil welfare	X	



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# 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](mailto:recruitment@st-marks-southampton.org.uk) or via TES.

If you need any more information on the role please call: 02380 772968 or email [hr@st-marks-southampton.org.uk](mailto:hr@st-marks-southampton.org.uk)

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