

# 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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# Safeguarding Officer

## Full Time Senior School Safeguarding Officer

Grade 6 – FTE £28,792 - £31,022, Actual £24,639.31 - £26,151.45

37 hours per week, 8am – 4pm Mon-Thu, Fri 8am - 3.30pm (inc 30 mins unpaid lunchbreak)

Full-time, permanent, term-time only (39 weeks)

Required as soon as possible

We are seeking a dedicated and highly organised Safeguarding Officer to play a key role in ensuring the safety, wellbeing and positive outcomes of our students in our growing Secondary Phase. This is a vital position within the school, responsible for supporting students as soon as concerns arise, being proactive in protecting children from harm and ensuring every young person has the opportunity to thrive in a safe and supportive environment.

The successful candidate will lead the day-to-day operational safeguarding processes within the secondary phase, working closely with the Designated Safeguarding Lead (DSL), Deputy DSLs, SELT, SEND teams, pastoral teams, external agencies and families. While primarily focused on secondary students, the role will also involve occasional cross-phase work where safeguarding concerns involve siblings or shared circumstances. You will work proactively with students and families, ensuring safeguarding needs are identified early and addressed effectively so they do not become barriers to learning, wellbeing or achievement.

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 on Monday 20<sup>th</sup> April 2026**

**Interview date: Monday 27<sup>th</sup> April 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

**ACCOUNTABLE TO:** Director of Safeguarding, Attendance and Mental Health  
**GRADE:** 6

## PURPOSE OF THE POST

The Safeguarding Officer - Secondary is a key role within the school to:

- provide help and support to meet the needs of children as soon as concerns are known
- protecting children from maltreatment, whether that is in or outside the home, including online preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

As the Safeguarding Officer - Secondary your purpose is to act as the day to day operational safeguarding member of staff and deputy designated safeguarding lead in the Secondary phase, although some work will require activities relating to Primary school children as needed such as sibling links or incidents that cross over. You will work with all applicable students, being accountable for students' safeguarding needs, ensuring they do not act as a barrier to their secondary phase achievement at school.

## KEY TASKS

### Monitoring and actions

- Read and act on records reported in the school's Child Protection Online Monitoring System (CPOMS) that are evident to be or considered to be safeguarding concerns or key linked information for cases in isolation or over time that build an evidence base for further review and referral if thresholds of concern are met in agreement with the DSL.
- Act on safeguarding incidents recorded in CPOMS.
- Track progress against assigned incidents in CPOMS to ensure they are followed up in a timely manner in order to keep children safe.
- Run reports in CPOMS to review trends for individuals, groups and cohorts.
- Provide safeguarding reports as required.
- Monitor data within the school's Management Information System (SIMS) to track progress against key performance indicators (including attendance, behaviour, achievement, attainment, SEND support and interventions) for individuals, groups and cohorts to report to agency reports or information for education navigators.
- Identify students and families in need of additional support, as early as possible in line with school, local and national, statutory graduated approaches.

# Job Description continued

## Monitoring continued

- Gather termly information for Looked After Children from teachers and staff who support them such as targets, attendance, wellbeing, attainment, views of the child, strengths, areas of development and complete their online Personal Education Plan forms as well as the organisation of these meetings and minute taking for them.

## Interventions and Support

- Work proactively with students on a day-to-day basis, providing early response to meet students' individual wellbeing and safety needs.
- Oversee the Young Carers wellbeing, identification, activities signposting and local support offer in liaison with the local authority Young Carers team and HAF.
- Signposting the pastoral care to support individual students or groups of students such as that carried out by Pastoral and Safeguarding Officers across phases as directed by the Director of Safeguarding, Attendance and Mental Health.
- Support children and parents/carers with wellbeing relating to safeguarding using appropriate graduated responses or signposting.
- Plan, implement, review and record interventions and support, as necessary.
- To provide support to parents/carers by accessing additional resources such as SCRATCH and food bank, plus other outside agencies, e.g Young Carers.
- Emergency safety/risk planning afterschool closes for live cases pending external agency responses.
- Identify those who would benefit from Mental Health in Schools Team referrals in liaison with the school's Mental Health Lead and support the referral processes.
- Identify those who demonstrate being vulnerable to Risk Outside of The Home (ROTH) and build risk profiles form them using key tools such as a CERAF using PPNi information, internal records or community based intelligence.
- Make use of the local authority safeguarding toolkits to improve knowledge, awareness and evidence gathering to enhance referrals.
- Providing effective check-ins with those on a CP or CIN plan or have a Family Engagement Worker (FEW), are LAC/PLAC, Young Carers or have been closed to social services to support their emotional wellbeing.
- Investigating and supporting pupils with incidents that relate to safeguarding categories and themed behaviours (as outlined in Keeping Children Safe in Education 2025) that arise and come to an effective outcome which makes appropriate use of all school policies and procedures acting in the best interests of the child/children. Any sanctions should be referred to the relevant teams for review and decision making.

# Job Description continued

## Communication

- Daily communication with the school Designated Safeguarding Lead, and operational Deputy Designated Safeguarding Leads (such as Pastoral and Safeguarding Officer – Primary and the Safeguarding and Attendance Officer).
- Keep external agencies/professionals, SENCO, attendance officers, key school staff and leaders up to date with students' updates, changes in behaviour, absences, concerns.
- Use the appropriate agency such as Children's Resource Service or Police for urgent safeguarding concerns as well as fielding contact from them to support their enquiries.
- Ensure the school office know what visitors are expected and maintain school policy when visitors are on site acting in the best interests of the child and exercising confidentiality.
- Act as key contact for students and their parents/carers who are on a CP or CIN plan or have a Family Engagement Worker (FEW), are LAC/PLAC, Young Carers or have been closed to social services.
- Report to other staff, as requested, regarding students' wellbeing 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, files and signing off receipt of safeguarding information relating to them and the transfer of this for outbound students.
- Create safeguarding staff bulletins, staff briefing notices, INSET workshops, CPD information and parent/carer newsletters and students notices regularly in liaison with the Designated Safeguarding Lead.
- To receive and act on day-to-day safeguarding concerns from students, staff and families, visitors and external members of the community.
- To attend safeguarding briefings/meetings to provide reports, agree actions, take minutes.

## Administrative & other

- Make informed professional judgements regarding when to refer students to internal and external agencies or more specialised intervention as appropriate in liaison with Director of Safeguarding, Attendance and Mental Health.
- Provide administration support to Director of Safeguarding, Attendance and Mental Health as needed such as record keeping, agendas, minutes, communication.
- To represent the school 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.

# 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	
Hold a full and valid UK driving licence or equivalent		X
Hold business vehicle insurance		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](mailto:recruitment@st-marks-southampton.org.uk) or via TES.

If you need any more information on the role please email:  
[recruitment@st-marks-Southampton.org.uk](mailto:recruitment@st-marks-Southampton.org.uk)

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