

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.

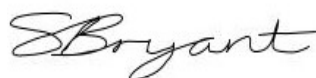
Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, 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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Senior SEND Practitioner

Senior SEND Practitioner – Secondary Phase

37 hours per week

Permanent, term-time only

Grade 7 – FTE £32,061 - £36,362 per annum

Actual salary – £27,560 - £31,257 per annum

Required as soon as possible

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.

The Senior SEND Practitioner plays a key role in the delivery of high-quality SEND provision across the school. The postholder will act as a key professional for identified pupils, supporting their academic, social and emotional development through effective provision planning, intervention and partnership working.

Working under the direction of the Head of SEND, the Senior SEND Practitioner will contribute to statutory processes, support the development and review of SEND provision, and ensure that pupils with additional needs are able to access learning successfully.

This role offers an opportunity to take a lead in a defined area of SEND provision while working as part of a collaborative and supportive team. The successful candidate will play a key role in improving outcomes for pupils with additional needs.

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

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

POST TITLE: Senior SEND Practitioner

GRADE: Grade 7

CONTRACTUAL HOURS: 37 hours a week, term time only

ACCOUNTABLE TO: Head of SEND

DIRECT REPORTS: Allocated Teaching Assistants

PURPOSE OF THE JOB

The Senior SEND Practitioner plays a key role in the delivery of high-quality SEND provision across the school. The postholder will act as a key professional for identified pupils, supporting their academic, social and emotional development through effective provision planning, intervention and partnership working.

Working under the direction of the Head of SEND, the Senior SEND Practitioner will contribute to statutory processes, support the development and review of SEND provision, and ensure that pupils with additional needs are able to access learning successfully.

The role includes responsibility for:

- A defined cohort or year group
- A specialist area of provision (e.g. literacy, numeracy, life skills)
- A caseload of pupils with SEND, including those with EHCPs

KEY ACCOUNTABILITIES

1. Pupil Support and Key Professional Role

- Act as the named key professional for allocated pupils with SEND
- Build positive relationships with pupils and their families
- Coordinate and monitor provision to ensure pupils make progress
- Support pupils in developing independence and access to learning
- Work closely with pastoral teams to align academic and wellbeing support, ensuring a consistent and joined-up approach to pupil provision.

2. SEND Support Plans

- Write, review and update SEND Support Plans
- Ensure targets are clear, measurable and outcome-focused
- Support teaching staff in implementing strategies effectively
- Monitor impact and adapt provision in response to need
- Support pupils in class as required, alongside the wider Teaching Assistant team

Job Description

3. Statutory Processes (EHCPs & Annual Reviews)

- Contribute to the preparation of EHCP documentation
- Work and lead Annual Review meetings for allocated pupils (as appropriate)
- Gather and present evidence of progress and provision impact
- Work closely with the SENCO Assistant to ensure documentation is completed to a high professional standard and within required timeframes.

4. Parental and Carer Engagement

- Act as a main point of contact for parents/carers
- Lead and attend meetings to review progress and provision
- Communicate effectively and sensitively with families
- Support the resolution of concerns through collaborative working

5. Multi-Agency Working

- Liaise with external professionals and agencies
- Contribute to referrals and information gathering
- Attend multi-agency meetings where required
- Support the implementation of external recommendations

6. Intervention and Provision Delivery

- Lead or oversee a specialist area of SEND provision (e.g. literacy, numeracy, life skills)
- Plan and deliver targeted interventions
- Monitor and evaluate the impact of interventions
- Support and guide Teaching Assistants delivering intervention programmes

7. Quality Assurance and Monitoring

- Under the leadership of the Head of SEND:
- Monitor the effectiveness of SEND provision
- Support evaluation of intervention impact
- Identify areas for development and improvement
- Contribute to SEND self-evaluation processes

8. Line Management of Teaching Assistants

- Line manage an allocated group of Teaching Assistants
- Provide guidance, support and professional feedback
- Support performance management and development

9. Classroom Practice and Inclusion

- Support inclusive teaching and learning approaches
- Provide advice to staff on adaptive teaching strategies
- Model effective practice where appropriate

10. Professional Collaboration

- Work closely with the Head of SEND to review provision and priorities
- Contribute to staff training and development
- Support whole-school approaches to inclusion

Safeguarding

The postholder will be expected to safeguard and promote the welfare of children and young people in accordance with school policies and statutory guidance.

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.
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 post holder 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.

Person Specification

Description	Essential	Desirable
Experience of working with pupils with SEND in an educational setting	X	
Good understanding of SEND needs and inclusive practice	X	
Experience of working with parents and external agencies	X	
Strong communication and organisational skills	X	
Ability to write clear and professional documentation	X	
Ability to work independently and as part of a team	X	
Experience of contributing to EHCP processes and annual reviews		X
Experience of delivering targeted interventions		X
Experience of leading or supporting other staff		X
Commitment to safeguarding	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 or via TES.

If you require any further information on the role or would like to visit our school in action, please telephone the HR Officer on: 023 80772968 extension 20056, or email: hr@st-marks-southampton.org.uk

Closing date: 11:55pm, Monday 11th May 2026

Interview date: TBC

We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate. Early applications are therefore strongly encouraged.

Unfortunately we do not have the ability to support sponsorship.

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