

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.

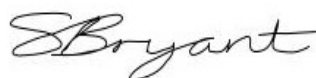
Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in,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

Teaching Assistant– Secondary Phase

30 hours per week, Monday to Friday 8:00am – 2:30pm

Permanent, term-time only

Grade 6 – FTE £28,792 - £31,022 per annum

Actual salary – £20,067 - £21,621 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.

As a Teaching Assistant, you will connect directly with the brilliant pupils and young people we care for, helping to make sure they get the very best from their education. You will help prepare learning materials and run classroom activities, with plenty of hands-on experience and some supervision too. You will take responsibility for their emotional and physical needs, supporting them to develop as individuals and engage with the world.

To be successful, you will be able to communicate clearly and persuasively both orally and in writing with children, staff and parents alike, as well as being well organised and hard-working. In addition, you will be proficient in the use of IT and to understand issues that arise in the use of digital learning within a school environment.

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: Teaching Assistant – Secondary

GRADE: Grade 6

CONTRACTUAL HOURS: 30 hours a week, term time only

ACCOUNTABLE TO: Head of SEND

PURPOSE OF THE JOB

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis
- To work with and support an identified child with specified academic, physical and emotional/behavioural/medical needs on an individual basis if required

KEY ACCOUNTABILITIES

- To work with individuals or groups of children, as directed by the class teacher and the SENCo, to support subjects and learning across the whole curriculum (according to the requirements of the school, this may include the supervision of a classroom for periods of time or carrying out interventions with groups of children)
- To work with a named child, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum when required.
- To establish supportive, caring and secure relationships with the child/children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
- To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of children and respond to them effectively;
- To assist the class teacher and the Director of Pastoral and Inclusion/SENCo with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), including those with specific learning needs and/or a statement of Special Educational Needs;

Job Description

- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;
- To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers.
- To follow the behaviour management system that has been adopted by the school.
- To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;
- As directed by the Class Teacher and the Director of Pastoral and Inclusion/SENCO, to liaise with outside agencies, where appropriate, in respect of individual children;
- To assist with general school duties. These may include:
 1. Setting up classrooms, preparing resources and displays and tidying and clearing away
 2. Supervision of children during play times and lunchtimes
 3. Supervision of children entering and leaving school premises
- To support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop
- 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
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy
- 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

Job Description

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
Previous experience of working with/ guiding the learning of children, preferably within a school setting	X	
Administrative skills and experience	X	
GCSE Grade C (or equivalent) in English and Maths	X	
Ability to observe, monitor and analyse learning and learning outcomes in a practical context		X
Creative ability		X
Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioural needs, through good written and oral communication skills	X	
Ability to maintain children's interest and motivation for learning and to maintain discipline	X	
Ability to work well as a member of a team	X	
Ability to make and use a variety of resources		X
Working within established procedures, to use own judgement and initiative	X	
Awareness of needs/demands of young children and how they act/react	X	
Ability to deal with interruptions and unexpected peaks in workload	X	
Ability to work with, support, understand and empathise with children	X	
Understanding of key safeguarding issues and procedures	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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