

# 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 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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## **ELSA (Emotional Literacy Support Assistant)**

**Permanent, full-time, term time only 30 hours per week. 8:30am - 3pm**

**Grade 6 (£27,899-£30,060 FTE, £19,445 - £20,951 actual salary Required ASAP**

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.

Are you passionate about supporting children's emotional wellbeing and helping them thrive in school?

We are looking for a dedicated and compassionate **ELSA (Emotional Literacy Support Assistant)** to join our nurturing and inclusive school community. In this rewarding role, you'll work closely with children who need additional emotional support, helping them develop resilience, self-esteem, and healthy coping strategies.

To be successful, you will be ELSA-trained or willing to undergo ELSA training, have experience of working with children in an educational or supportive role. As well as have empathy, patience, and excellent listening skills with a calm, reassuring presence with a genuine passion for helping children succeed.

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: Tuesday, 2nd September 2025

Interview date: Wednesday, 10th September 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.*

## PURPOSE OF THE JOB

- To support children with emotional and behavioural difficulties to enable them to effectively access the curriculum
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills

## KEY ACCOUNTABILITIES

1. To work with individuals or groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life;
2. To establish supportive, caring and secure relationships with children, and to be available to offer individual support and someone for a child to talk to;
3. To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop children's emotional literacy skills and emotional well-being;
4. To implement and review intervention programmes designed by Educational Psychologists and teachers;
5. To create, develop and produce resources for use with intervention programmes, as appropriate;
6. To liaise with the relevant cluster school/s to support the transition process for identified children;
7. To ensure that all records and case notes are kept up to date, distributed and filed in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained;
8. To liaise, and maintain good working relationships with other staff, parents, outside agencies etc as required;
9. To promote respect, self-esteem and a positive, inclusive ethos for all children and adults throughout the school;



# Job Description

10. To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers;
11. To provide welfare support to the children, including administering First Aid (dependant on training) and attending to personal hygiene and identified medical needs as required;
12. To assist with general school duties, which may include:
  - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
  - b. Supervision of children during playtimes
  - c. Supervision of children entering or leaving school premises

## 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 postholder 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

Please find Person Specification on another document with this applicant pack.

# How to apply

Closing date: Tuesday, 2nd September 2025

Interview date: Wednesday, 10th September 2025

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks-2/>

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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