

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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Safeguarding and Attendance Officer (Secondary)

Safeguarding and Attendance Officer

Permanent, full-time, 40 weeks per year

37 hours per week (Hours: 8am-3:30pm, finish at 3pm on a Tuesday)

Grade 6 (Actual Salary £23,982 - £25,840)

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 safeguarding children and supporting their wellbeing? Do you want to make a tangible difference in a vibrant and growing school community? St Mark's C of E School is seeking a dedicated **Safeguarding and Attendance Officer** to join our team and lead on critical safeguarding and attendance matters.

As Safeguarding and Attendance Officer, you will work closely with the Director of Pastoral and Inclusions to ensure that St Mark's maintains the highest standards of child safety and welfare. This vital role involves supporting students with safeguarding concerns, attendance challenges, mental health, and wellbeing needs, working collaboratively with staff, parents, and external agencies.

<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

Closing date: 9th September 2025

Interview date: w/c 15th 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.



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Job Description

Key Purpose of the Role:

- To take the lead of the Director of Pastoral and Inclusion to ensure in ensuring that appropriate arrangements for keeping children and young people safe are in place at St Mark's CE School as well as those not attending.
- To promote the safety and welfare of children and young people in the school at all times as a Deputy Designated Safeguarding Lead.
- To work with staff and parents/carers to support students who present with safeguarding concerns, issues related to attendance, mental health and wellbeing.
- To manage cases on a day-to-day basis, facilitating interventions with individual students, in school, to improve mental health, and/or support effective attendance.
- To refer students to and liaise with external agencies as appropriate in order to access external support, write confidential reports and support plans and attend case meetings in a professional capacity as required.
- To provide advice to the Pastoral Team and contribute to the development of a strategic approach to the management of safeguarding, mental health and wellbeing provision at the school.

Key Responsibilities:

- Take a role in developing and reviewing the school's safeguarding and child protection policies and procedures.
- Take a lead role in implementing the schools safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in the school's activities are responded to appropriately.
- Receive and record information from anyone who has concerns about a child who takes part in the school's activities.
- Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with the school may present a risk to children or young people. This includes:
 - Assessing and clarifying the information
 - Making referrals to statutory organisation as appropriate
 - Consulting with the relevant members of the Senior Leadership Team
 - Following the schools safeguarding policy and procedures
- Liaise with, pass on information to and receive information from statutory child protection agencies such as the local authority child protections services and the police.
- Store and retain child protection records according to legal requirements and the schools safeguarding and child protection policy and procedures.
- Ensure the information entered on CPOMS is accurate and following school guidelines.
- Analysing the data, recognising trends, and working with students, parents/carers, and colleagues to identify and implement interventions to bring about improvement.
- Working with the Attendance Officers and monitoring the attendance of students with known safeguarding concerns or those at risk of educational neglect.
- To liaise with the Attendance Officer as appropriate regarding missing or unauthorised attendance ensuring safeguarding responsibilities are met.
- To take responsibility for the attendance of students placed on the safeguarding priority list and follow up on any absence.
- To undertake home visits to students that can't access school to complete Welfare Checks and to understand the barriers to accessing school.
- Working with the Attendance Officer in reporting Children Missing in Education to the relevant Local Authority and leading on making arrangements with Local Authorities, to ensure sufficient support for those students.



Job Description

Student Support

- Responding to concerns from the Pastoral Team and parents/carers (in collaboration with the Pastoral Team) about developmental or behavioural changes.
- Supervising students waiting for referrals or experiencing anxiety, panic attacks or other mental health challenges.
- Liaising with the Examinations Team, pastoral team and SEND Team, regarding students with mental health challenges who are sitting internal or external examinations.

Information Sharing

- Attending and leading meetings, as appropriate, including meeting with students, parents/carers, and external agencies.
- Preparing reports and updates for meetings ensuring effective information sharing and communication following school and county protocols.
- Support in preparing the Annual Safeguarding Report in conjunction with the Director of pastoral and inclusions
- Attending case meetings and strategy discussions to provide updates and share concerns.
- Ensuring that incidents and issues are recorded in a timely fashion and securely stored.
- Liaising with the Pastoral Team to ensure information is shared with stakeholders and external agencies effectively.
- Leading on making appropriate referrals and completing necessary paperwork to access external support as detailed within the safeguarding and child protection policy.
- Establishing constructive relationships and working with external agencies/professionals to support students and their families in seeking the help that they require.
- To represent the school at external multi agency safeguarding meetings, creating strong links with external agencies.
- To act as one of the points of contacts for external agencies relating to safeguarding issues.
- To provide administration support relating to safeguarding and attendance to DPI.

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

| ATTRIBUTES | CRITERIA | METHOD OF ASSESSMENT |
|---------------------------|--|--|
| Experience | <ul style="list-style-type: none"> • Previous school experience desirable • Experience in Emotional Literacy Support desirable • IT and data analysis • Management Information system experience desirable | Application form Interview References |
| Qualifications & Training | <ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • Level 3 Safeguarding trained or willingness to undertake training • Hold a valid drivers licence | Application form Certificates Interview |
| Aptitudes & Abilities | <ul style="list-style-type: none"> • Excellent interpersonal skills • Strong management and organisational skills • Ability to handle confidential information with discretion • Ability to understand, respect and value young people's views • Pro-active and display initiative • Analytical/problem-solving aptitude • Methodical approach to work • Outstanding organisational skills and ability to work within deadlines • Good team player, but also to work autonomously | Application form Interview References |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures | Application form Interview References |
| Attitude / Motivation | <ul style="list-style-type: none"> • Self-motivated, flexible and open to change • Enthusiasm for working in an educational environment • Motivation, personal confidence, leadership and negotiation skills | Application form Interview References |
| Other Factors | Commitment to Equal Opportunities Enhanced DBS check Own car available to use for home visits | Application form Interview References DBS process |

How to apply

Closing date: 9th September 2025

Interview date: w/c 15th 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

If you need any more information on the role please call:

02380 772968.

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