

# 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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**Leadership Scale: L3 - L7**

**Full-time**

**Required From September 2026**

We are seeking an Assistant Headteacher for the Primary Phase to share in and support the leadership of the school. You will be a visible, values-driven leader across EYFS, KS1 and KS2, modelling high expectations of behaviour, pastoral care and educational standards.

In this role, you will lead the strategic direction and quality of pastoral provision across the Primary Phase, ensuring that pupils feel safe, included and ready to learn. You will work closely with staff to strengthen culture, behaviour and attitudes, and ensure that all children are able to learn and achieve to the best of their ability.

A key aspect of the role will be to lead and quality-assure transitions into and out of the Primary Phase — ensuring children experience a smooth, well-supported start to EYFS and a confident, well-prepared transition into Year 7. You will collaborate with Early Years practitioners, families and secondary colleagues to secure continuity of care, curriculum and expectations.

Alongside this, you will support the senior leadership team with operational and community matters, contributing to the effective day-to-day running of the school and the wider development of our inclusive, ambitious culture.

We will review applications as they are received.

**Closing Date: 11:55pm on Thursday 14th May**

*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.*



# Job Description

**Responsible to:** Head of School Primary

## **Core Purpose: Lead on Culture, Behaviour and Pupil Outcomes across the Primary Phase**

The Assistant Headteacher for Culture, Behaviour and Pupil Outcomes (Primary Phase) will lead the strategic development of a school culture in which Primary pupils are ready to learn, attend regularly, feel a strong sense of belonging and achieve well.

The postholder will ensure that behaviour, attitudes, engagement and personal development are strong across EYFS, KS<sub>1</sub> and KS<sub>2</sub> and that these conditions translate into improved outcomes for identified pupil groups, particularly those at risk of underachievement, including disadvantaged pupils. This includes ensuring smooth, well-supported transitions both into and out of the Primary Phase so that pupils experience continuity of care, curriculum, and expectations. The postholder will work collaboratively with EYFS practitioners and secondary colleagues to align pastoral, academic and cultural approaches that sustain pupils' confidence and readiness for each new stage.

The role focuses on equity of outcomes within the Primary Phase, using data and assessment insight to identify barriers to progress and ensuring that pastoral, behavioural and cultural strategies remove those barriers effectively.

The role actively promotes the school's Christian values of Love, Service and Belonging.

## **Core Leadership Expectations**

- To share fully in the leadership and management of the Primary Phase as a member of the Primary Senior Leadership Team
- To be a visible, values-driven leader across EYFS, KS<sub>1</sub> and KS<sub>2</sub>, modelling high expectations of behaviour, conduct and professionalism
- To lead and quality-assure transition processes into EYFS and into Year 7, ensuring pupils and families are supported through change and that information sharing between phases is robust, purposeful and child-centred.
- To lead agreed Primary-focused priorities from the School Improvement Plan
- To support and challenge staff to ensure consistency and clarity of practice
- To contribute to staff appraisal and professional development as directed by the Head of School (Primary)
- To support the operational leadership and day-to-day organisation of the Primary Phase
- To uphold and promote the distinctive Christian character of St Mark's in daily practice

## **Key Areas of Responsibility**

### **1. Primary School Culture**

- To lead and embed a coherent, inclusive and aspirational Primary culture rooted in strong routines, relationships and shared expectations
- To ensure school values and ethos are explicitly taught, modelled and reinforced across EYFS, KS<sub>1</sub> and KS<sub>2</sub>
- To promote warm, respectful and consistent relationships between staff and pupils
- To ensure consistency of adult responses and boundaries across year groups
- To champion pupil voice, belonging and identity within the Primary Phase
- To ensure classroom environments and transitions support calm, purposeful learning
- To ensure culture actively drives behaviour and outcomes and is not treated as a separate or "soft" priority

## 2. Behaviour and Attitudes (Primary Phase)

- To lead the strategic development and implementation of the Primary behaviour approach
- To ensure consistent application of behaviour systems across EYFS, KS1 and KS2
- To promote high expectations for behaviour for learning, self-regulation and respect
- To monitor behaviour patterns, including low-level disruption, and lead improvement actions
- To work directly with pupils and families where behaviour is a barrier to learning or engagement
- To support staff in managing behaviour confidently, consistently and relationally

## 3. Engagement, Attendance and Readiness to Learn

- To promote strong pupil engagement, enjoyment of learning and positive attitudes to school
- To identify pupils or groups within the Primary Phase with low engagement or readiness to learn
- To work with pastoral team and teachers to remove barriers to engagement
- To support the Attendance team by championing routines, punctuality and attendance expectations across Primary.

## 4. Pupil Outcomes: Groups, Data and Assessment

- To hold strategic oversight of outcomes for identified pupil groups within the Primary Phase
- Key groups may include:
  - Disadvantaged pupils (Pupil Premium)
  - Vulnerable learners
  - EAL learners
  - Any underperforming Primary groups
- To analyse progress and attainment data to identify gaps, patterns and underlying barriers
- To use assessment information diagnostically to understand *why* progress is not strong
- To work with phase leaders and teachers to ensure appropriate responses are implemented
- To monitor the impact of strategies and interventions aimed at closing gaps
- To report clearly to senior leaders and governors on Primary pupil outcomes for key groups

## 5. Pupil Premium

- To hold strategic responsibility for Primary Pupil Premium funding and impact
- To ensure the Primary Pupil Premium strategy prioritises:
  - engagement and attendance
  - behaviour and attitudes to learning
  - access to enrichment and opportunity
  - family engagement and aspiration
- Support the EHT to evaluate the impact of spending and ensure value for money
- To ensure disadvantaged pupils experience consistency and high expectations across the Primary Phase
- To report to governors on Primary Pupil Premium strategy and impact

## 6. Pastoral Leadership and Personal Development

- To provide leadership for pastoral systems within the Primary Phase
- To oversee early help and pastoral support that sits outside statutory safeguarding
- To support pupils' emotional wellbeing, confidence and self-regulation
- To promote pupils' personal development in line with the school's Christian ethos
- To lead assemblies and contribute to acts of worship appropriate to the Primary Phase

## 7. Leadership, Management and Professional Practice

- To contribute to staff appraisal and professional development, particularly in relation to behaviour, engagement and supporting vulnerable pupils
- To mentor and coach staff where appropriate
- To support the induction of new Primary staff
- To maintain at least “Good” practice in line with the Teacher Standards
- To engage fully in professional development and leadership learning

This job description will be reviewed at least annually as part of the appraisal programme. The Executive headteacher may modify it after consultation with the Head of Primary at any time to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be expected to operate under the current School Teachers’ Pay and Conditions of Service Document.

# Person Specification

Description	Essential	Desirable
<b>Qualifications &amp; Knowledge</b>	X	
QTS and strong Primary teaching background	X	
Secure knowledge of EYFS, KS1 and KS2 curriculum, pedagogy and assessment	X	
Understanding of behaviour for learning, relational practice and inclusive approaches	X	
Knowledge of attendance expectations and early intervention strategies	X	
Understanding of Pupil Premium strategy and barriers to learning	X	
Strong safeguarding knowledge and experience of pastoral systems	X	
Leadership qualification (NPQ) or equivalent		X
<b>Leadership &amp; Strategic Capacity</b>		
Ability to lead whole-school culture across EYFS–KS2	X	
Experience leading change and ensuring consistency across teams	X	
Ability to contribute to Primary SLT and operational leadership	X	
Experience of staff development, coaching or appraisal	X	
Experience leading transition processes (EYFS entry / Y7 transfer)		X
<b>Behaviour, Culture &amp; Inclusion</b>		
Ability to design, implement and quality-assure behaviour systems	X	
Skill in analysing behaviour patterns and leading improvement	X	
Experience working directly with pupils and families where behaviour is a barrier	X	
Commitment to equity, belonging and pupil voice	X	
Experience embedding routines and calm, purposeful environments	X	
<b>Data, Assessment &amp; Pupil Outcomes</b>		
Ability to analyse progress/attainment data and identify gaps	X	
Skill in using assessment information diagnostically	X	
Experience leading targeted responses for key groups (PP, vulnerable, EAL)	X	
Ability to monitor and evaluate impact and report to leaders/governors	X	

# Person Specification

Description	Essential	Desirable
<b>Pastoral Leadership &amp; Personal Development</b>	X	
Experience leading pastoral systems and early help processes	X	
Ability to support emotional wellbeing, confidence and self-regulation	X	
Ability to promote personal development in line with Christian ethos	X	
Experience contributing to assemblies or collective worship		X
<b>Professional Skills &amp; Personal Qualities</b>		
Visible, values-driven leader modelling high expectations	X	
Strong communicator able to build positive relationships	X	
Emotionally intelligent, calm and solutions-focused	X	
Highly organised with strong follow-through	X	
Reflective, research-engaged and committed to ongoing learning	X	
<b>Commitment to Ethos &amp; Values</b>		
Alignment with Christian values of Love, Service and Belonging	X	
Ability to uphold and promote the school's Christian character	X	



# How to apply

Closing date: **Thursday 14<sup>th</sup> May at 11:55pm**

Interview date: **Wednesday 20<sup>th</sup> May**

To apply please visit our website:

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

and complete the 'teaching 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 would like any further information about the role or would like to arrange a visit please call: 02380 772968 or email [lload@st-marks-southampton.org.uk](mailto:lload@st-marks-southampton.org.uk)

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