

# 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. Does this match your ethos?

St Mark's will continue to grow over the next 3 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

## 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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# Head of School Secondary

**Salary: L16 - L21**

**Required from April 2024**

**Full-time, term time only**

St Mark's CE School is a 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 is modelled through the school by excellent staff.

St Mark's CE School opened as an all-through school in September 2022. Building on our excellent primary school foundations, we welcomed our first ever cohort of Year 7 students. We now have Year 7 and 8 in our Secondary Phase.

We are looking for a Head of School to lead our Secondary phase. This is an exciting opportunity to work in collaboration with the senior leaders and Executive Headteacher to build upon what we believe to be a successful and highly ambitious all - through school education.

To be successful, you will be a well-grounded and inspirational individual with recent experience of leadership in an educational setting. You will need to uphold our schools strong Christian values of Love, Service and Belonging and live these values as you lead and manage others, our children and our community.

You will need to be a leader with presence and visibility, who inspires, motivates and empowers others, restless to continue improving the quality and robustness of the teaching team and the learning and personal outcomes for children.

We are offering tours of the school on the following dates:

Wednesday, 1st November at 9:00am

Thursday, 9th November at 1:30pm

Tuesday, 14th November at 4:30pm

To book a place on these tours please email: [kwolf@st-marks-southampton.org.uk](mailto:kwolf@st-marks-southampton.org.uk)

If these dates are not suitable, please contact on the above email address to see if we can accommodate you at another time.

Closing date: Monday, 27th November 2023.

Shortlisting: Tuesday 28th November.

Interview dates: Thursday 7th and Friday 8th December 2023.

To apply and for an application form, please visit our website

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

and return completed applications to: [kwolf@st-marks-southampton.org.uk](mailto:kwolf@st-marks-southampton.org.uk)

Any questions please contact [kwolf@st-marks-southampton.org.uk](mailto:kwolf@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.

# Job Description

This is a Senior Leadership post, which carries with it membership of the Senior Leadership Team of the whole school. The post holder is accountable to the Executive Headteacher.

The Primary focus of this post is to lead and manage the Secondary Phase of Education upholding the Schools Christian Distinctiveness.

The range of responsibilities listed below is not exhaustive and is subject to change at the direction of the Executive Headteacher.

## **Main Purpose**

To lead, in consultation with the Executive Headteacher and Senior Leaders, the strategic direction for the Secondary phase in line with the whole school vision.

To ensure that the standards of teaching, learning and attainment in all areas of school life within the Secondary phase reflect the school's mission of providing the best education.

Work within the Secondary phase to articulate and promote an education vision and values for St Mark's CE School, which ensures the Christian Distinctiveness is upheld.

Translate the vision and values into the agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.

Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

In partnership with the Executive Headteacher and the Senior Leaders, the Head of School Secondary leads a learning community, which recognises pupil's individual worth. The Head of School Secondary will lead the Secondary Phase in promoting positive attitudes to learning amongst pupils and staff.

The Head of School Secondary's relationship with pupils, parents, carers, governors and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon their own potential growth and that of others.

Promote and safeguard the welfare of pupils and ensure that staff understand their responsibility to protect children, in line with "Keeping Children safe in Education" 2023 and Working together to Safeguard Children" 2018.

To take on the role of a Designated Safeguarding Leader

Undertake the role of Data Protection Officer for breaches in area of responsibility.

# Job Description

## **Responsibilities**

Create, implement and keep under review a Secondary phase Improvement Plan that contributes to the Whole School Development Plan. Ensure that appropriate priorities and targets for the improvement of pupils' learning are identified and the necessary resources are clearly allocated.

Ensure all Secondary teaching staff are committed to the school's aims and are motivated and involved in the achievement of the priorities and targets. Ensure they are provided with the necessary support and guidance in order to implement the relevant action plans successfully.

Ensure the management and organisation of the Secondary phase supports the improvement of standards in learning and teaching.

Monitor, evaluate and review the impact and effectiveness of the School Policies within the Secondary phase.

Manage change within the Secondary phase effectively.

Demonstrate the principles and practice of effective teaching and learning.

Monitor, evaluate and review classroom practice and promote improvement strategies

Ensure a consistent and continuous school wide focus on pupil's achievement, which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.

Leading in accessing, analysing and interpreting information to inform planning for improvement within the Secondary Phase.

Demonstrate and articulate high expectations, promoting individual and school aspirations by establishing challenging targets.

Ensure that all available data are used to identify strengths and weaknesses of the Primary Phase and to inform planning for improvement.

Ensure the primary assessment framework is effective.

Under the direction of the Executive Headteacher, work with the Governing body, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.

Implement strategies which secure high standards of behaviour and attendance and which reflect the schools agreed values in their response to the needs of vulnerable individuals.

Manage performance at all levels and ensure effective corrective action and follow-up.

# Job Description

Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

Work closely with the Head of school Primary to ensure that all expectations, standards, procedures and systems are built throughout the school and provide a natural progression for pupils and staff between the two schools.

To work with the Executive headteacher to ensure the school is fully prepared for SIAMS (Statutory Inspection of Anglican/Methodist Schools) inspections by monitoring and assessing the school's effectiveness in meeting the SIAMS standards.

## **Teaching and Learning**

Promote and maintain an environment within the Secondary phase that secures high standards of planning, organisation, teaching, learning, behaviour and achievement.

Implement National Curriculum in a way that is relevant to the needs of the pupils and enables all pupils to achieve.

Monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils in the Secondary phase.

Maintain and develop the Secondary phase extended curriculum and extra-curriculum programme in collaboration with the Senior Leadership team.

Maintain and promote an effective partnership with Secondary pupil's parents to support and improve pupil's achievement and personal development.

Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the School's Christian Distinctiveness. Manage conflict effectively, seeking positive outcomes.

Monitor and review the use of resources in order to ensure the principles of best value are achieved within the Secondary phase.

To support teachers in making accurate summative assessments

To lead on the moderation process across the school so data is accurate.

To support staff in effective feedback and marking in line with the school policy, which does not have an impact on staff workloads.

To coach staff on the most effective methods of AFL so all groups of children make rapid progress.

To ensure the organisation of the end of year 11 examinations meet the expected regulations.

# Job Description

## **Leading and managing staff**

Maintain effective strategies and procedures for staff induction, professional development and performance review.

Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

Develop and maintain a culture of high expectations and aspirations for self and for others taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.

Be responsible for the day-to-day running of the Secondary Phase of the School.

Ensure the professional duties of all teachers and support staff within the Secondary phase are fulfilled.

Plan, allocate, support and evaluate work undertaken by groups, teams and individuals within the Secondary phase ensuring clear delegation of tasks and devolution of responsibilities.

Ensure systems are in place for the performance management of Secondary phase staff and that their effectiveness is monitored.

Develop open and honest relationships with all staff, pupils and parents, providing information, support and objective advice as appropriate.

Monitor and review the deployment of Secondary Staff so that the learning needs of groups and individual pupils are met.

Work with the Executive Headteacher to manage the recruitment of Secondary phase staff to the highest calibre.

Lead, coordinate and monitor the Continuing Professional Development of secondary phase staff including support staff.

Manage the school physical environment efficiently and effectively ensure the school is a safe, healthy and attractive place for learning.

Prepare budget proposals for expenditure of the Secondary Phase.

In partnership with the Executive Headteacher manage human resources effectively and efficiently to achieve the school's educational goals and priorities.

## **Additional responsibilities**

To carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document as requested by the Executive Headteacher.

Any other duties, which reasonably fall within the requirements of the post, which may be allocated by the Executive Headteacher.



# Person Specification

Description	Essential	Desirable
<b>Professional Qualifications</b>		
<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of professional development in preparation for school leadership, gained within the last two years.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Hold, or be working towards, NPQH or equivalent qualification.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of further professional development (e.g MA etc)</li> </ul>	✓	
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>A well-grounded and inspirational individual with recent experience of senior leadership in a Primary School setting.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of driving up standards of teaching and learning to ensure excellent outcomes for ALL pupils.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of developing, and successfully implementing, whole school strategies to raise standards.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of tackling underperformance, with an appropriate outcome.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of a sound knowledge and understanding of the whole Primary Phase.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Outstanding classroom practitioner with the ability to inspire others.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge and understanding of the wider educational agenda and how that impacts on school life.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>In depth knowledge of the statutory requirements pertaining to schools.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Extensive knowledge of safeguarding procedures and experience of dealing with them.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of teaching in more than one Key Stage.</li> </ul>		
<ul style="list-style-type: none"> <li>Successful teaching experience in different schools.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of achieving successful outcomes in Ofsted inspections.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of achieving successful outcomes in SIAMS inspections.</li> </ul>		✓

Leadership and Management	Essential	Desirable
<ul style="list-style-type: none"> <li>A leader with presence and visibility, who inspires, motivates and empowers others, restless to continue improving the quality and robustness of the teaching team and the outcomes for children.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A person who sets high standards and holds people to account.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven track record of leading others, appointing staff, conducting appraisals and managing performance.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of successfully developing teams of professionals, delegating effectively and managing change.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Has a thorough grasp of whole school data and how to use it to drive further improvements.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Is articulate and approachable with excellent communication skills, both verbally and in writing.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A strategic thinker with the ability to analyse, prioritise, operationalise and meet deadlines.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Highly organised, with the ability to anticipate and manage in a complex and changing environment.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence of working with the Governing Body and staff to manage the preparation, implementation and monitoring of the School Plan and self-evaluation process.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working in partnership with parents, other schools and Local Authority, and commitment to the collaborative ethos of local partnerships.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to implement and evaluate appropriate evidence based improvement plans and policies.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to develop others through inspirational leadership, managing teamwork, issues, conflict and influence change by pursuing collective goals.</li> </ul>	✓	



Teaching and Learning	Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of the national changes within education, including curriculum, assessment and inspection frameworks.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of securing high standards of behaviour and attendance, ensuring an ethos of challenge and support.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to ensure an inclusive environment, taking account of the richness and diversity of the school community, promoting positive strategies for challenging prejudice.</li> </ul>	✓	
Safeguarding		
<ul style="list-style-type: none"> <li>Have good knowledge of Child Protection and Health and Safety Legislation and understands the role of Designated Safeguarding Leader.</li> </ul>		✓
<ul style="list-style-type: none"> <li>The ability to promote and safeguard the welfare of all of the children within the care of our school.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to maintain and develop a “culture of vigilance” with regard to safeguarding and child protection.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to ensure Safer Recruitment Practice.</li> </ul>		✓



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Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> <li>• A reflective person, living by a clear set of values in sympathy to St Mark's CE School.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A person with a passion for children's learning and development, and a genuine respect of "childhood" with a commitment to securing the best outcomes for children.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A caring, people person who is honest, approachable, empathic and who demonstrates commitment to the well-being of staff as well as pupils.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Demonstrates experience in building a total school community, actively including staff, pupils, parents and governors.</li> </ul>		
<ul style="list-style-type: none"> <li>• A person who is collegiate in approach, who works well with others in local networks and communities.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A person with energy and initiative who can manage their own time effectively in order to achieve challenging goals.</li> </ul>	✓	



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