

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



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

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.



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Associate SENDCO

Associate SENDCO

Grade 6 – FTE £28,792 - £31,022 per annum, actual £24,750 - £26,667

37 hours per week, term-time only

Full-time, permanent

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.

We are seeking a committed and experienced Associate SENCO to support the leadership and development of SEND provision within our Secondary Phase.

Working closely with the Head of SEND, the Associate SENCO will help deliver the school's strategic vision for SEND, ensuring that students with Special Educational Needs and Disabilities receive high-quality, impactful and compliant support.

This role focuses on SEND leadership, case management, statutory processes and provision planning, ensuring students are well supported academically, socially and emotionally.

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

Closing date: 11:55pm, Sunday 12th April 2026

Interview date: TBC

We reserve the right to call candidates for interview and appoint to the role before the closing date.

Unfortunately we do not have the ability to support sponsorship.

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.



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

ACCOUNTABLE TO: **Head of SEND**

GRADE: 6

PURPOSE OF THE POST

- The Associate SENCO (Secondary Phase) provides leadership and operational oversight of SEND provision within the School's Secondary Phase. The postholder will lead on statutory processes, provision planning, quality assurance and parental engagement, ensuring that students with Special Educational Needs and Disabilities (SEND) receive high-quality, impactful and compliant support.
- Working closely with the Head of SEND, the Associate SENCO will implement the strategic vision for SEND across the Secondary Phase and contribute to whole-school development priorities.
- This is a role to support the leadership of SEND and case-management.

KEY TASKS

1. Statutory Duties and Annual Reviews

- Lead the statutory review process for allocated students with EHCPs.
- Complete and quality assure SENCO sections of Annual Review documentation, ensuring compliance with statutory requirements.
- Evaluate progress towards EHCP outcomes and review the impact of current provision.
- Set and refine clear, measurable targets linked to identified needs.
- Work closely with the SENCO Assistant to ensure documentation is completed to a high professional standard and within required timeframes.

2. SEN Pupil Support Plans

- Lead the target writing, reviewing and quality assurance of allocated SEN Pupil Support Plans.
- Ensure plans include precise, measurable targets and clearly defined provision.
- Monitor implementation and impact of support strategies across subject areas.
- Support teaching staff in understanding and applying strategies outlined in support plans.
- Review provision regularly and amend in response to student progress and need.

3. Parental and Carer Engagement

- Act as a key point of professional contact for parents/carers within the Secondary Phase.
- Meet with families to review progress, address concerns and co-produce provision planning.
- Support the resolution of SEND-related concerns through clear communication and collaborative working.

4. Multi-Agency and Professional Partnership Working

- Represent the school in professional dialogue with external agencies, contributing to assessment, provision planning and strategic decision-making.
- Coordinate and participate in multi-agency meetings.
- Contribute to referrals where professional input is required.
- Ensure external recommendations are implemented, monitored and reviewed for impact.
- Contribute and attend where required the SEND Local Network meetings.
- Contribute and attend where required the SEND Cluster Fund meetings, including write bids for cluster funding with SENCO direction.

5. Quality Assurance and Review of SEND Provision

- Support the evaluation and development of SEND provision within the Secondary Phase.
- Monitor the effectiveness of interventions and targeted support.
- Analyse provision impact and identify areas for development.
- Contribute to SEND self-evaluation and the school development plan.
- Work with the Head of SEND to implement and embed strategic priorities.

6. Line Management of Teaching Assistants

- Line manage an allocated group of Teaching Assistants.
- Provide professional supervision, guidance and support.
- Contribute to end-of-year appraisals and performance target setting.
- Hold Teaching Assistants accountable for impact on pupil outcomes and professional standards of practice.
- Identify professional development needs and support ongoing training.
- Ensure effective deployment of TAs to maximise student progress and independence.

Job Description

7. Classroom Practice and Inclusive Teaching

- Maintain a visible presence within classrooms to support inclusive practice.
- Provide in-class support where required to model effective strategies.
- Support and coach Teaching Assistants in delivering high-quality interventions.
- Advise teachers on differentiation and adaptive teaching to meet SEND needs.

8. Strategic Collaboration

- Meet regularly with the Head of SEND to review priorities, caseload and provision impact.
- Contribute to the development and implementation of SEND strategy.
- Support whole-school training and staff development relating to SEND.
- Provide support to the Primary Phase SENCO as required to ensure consistency and continuity across phases.
- Work alongside the Assistant SENCO to meet statutory deadlines and requirements.
- Provide evidence to support the Exam Access Arrangements process to the EAA Coordinator.

Safeguarding

The Associate SENCO 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:

- 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.

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

Description	Essential	Desirable
Experience of working with students with SEND in a secondary setting.	X	
Strong knowledge of the SEND Code of Practice.	X	
Experience of working with parents and external agencies.	X	
Excellent written skills, particularly for formal documentation, e.g. Pupil Support Plans and parental communication	X	
Proficiency with the use of computer technology, including Excel.	X	
Strong organisational skills with attention to detail and compliance.	X	
Effective communication skills with students, parents and staff.	X	
Experience of writing and reviewing EHCP documentation and support plans.		X
Experience of quality assurance or provision review.		X
Experience of leading or supervising staff.		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 need any more information on the role please call: 02380 720056 or email hr@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.



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE