



Application Pack

GOVERNANCE PARTNER



## Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of Governance Partner. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Governance Partner will contribute significantly to the strategic direction of Emmaus CAT's governance strategy over the coming months and years, and we are excited for the future of Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Senior Governance Partner and our central governance team, we are very much looking forward to recruiting 2 effective Governance Partners. The successfully appointed Governance Partners will join our central team to support our governance team with practical statutory governance and the delivery of service across our family of schools.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

**Catherine Anderson**  
Chair of Directors

**Daniel Copley**  
CSEL/CEO

# Emmaus Catholic Academy Trust, an educational constellation.



## MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

## VISION

We enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

## STRATEGY

### Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

### Strategic Focus 2

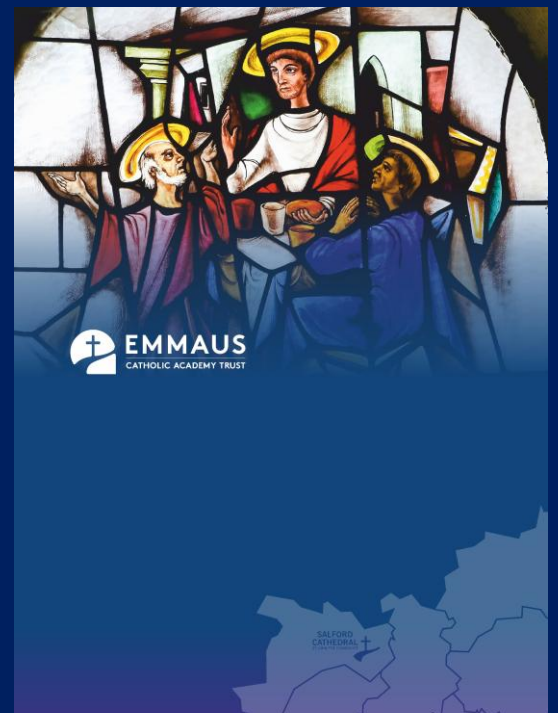
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

### Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

## The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,  
Guide us on the path toward our destination,  
and renew our strength as we continue to walk and  
commune with you.  
Open our eyes, so we see the signs of your presence  
around us;  
open our hearts, so we may receive your peace  
and love; and empower us to pass on to others  
the grace you have shared with us so freely.  
**Amen.**





## 6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

### 1) Why do we exist?

#### Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

### 2) How do we behave?

Our habitual values are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



### 3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

#### **Our Vision**

**To provide great Catholic education across Greater Manchester.**

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established Catholic Academy Trust of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In Emmaus CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining Emmaus CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.



## 4) How will we succeed?

### **Our Philosophy – Aligned Agency**

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one organisation. We promote agency by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of Emmaus Catholic Academy Trust.

So why then do we retain the term agency? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the Emmaus CAT central team leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, Emmaus CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

### **Ambitious curriculums and character education**

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

### **Talent, and supporting our people to flourish**

We are committed to building a healthy Catholic organisation where our staff are valued, encouraged to work collegiately, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic organisation, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.



## 5) What is most important, right now?

### Strategic Priorities–2025/2026

#### Strategic Focus Area 1:

##### Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

#### Strategic Focus Area 2:

##### Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

#### Strategic Focus Area 3:

##### Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to serve society.

**Emmaus CAT currently educates approximately 12,373 children, and employs approximately 1,450 staff.**

- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 237
- St Antony's RC High – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Stockport – 236
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 244
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Kentigern's RC Primary School – 454

- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1333
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401
- St Anne's RC Primary School, Oldham – 232
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503
- Corpus Christi RC Primary School – 349

**With the schools below joining 2025/2026, Emmaus CAT will educate approximately 14,950 children and employ approximately 2,000 staff.**

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- St Theresa's RC Primary School, Oldham – 212
- SS Aidan and Oswald RC Primary School - 363
- St John's RC Primary School – 395
- St Mary's RC Primary School, Levenshulme – 371
- St Cuthbert's RC Primary School – 227



# Governance Partner

Salary: NJC Grade 5, SCP13 – SCP19 (£29,064 - £32,061 FTE – pay award pending). Actual pro-rata salary approx. £26,086 - £28,776 (pay award pending)



Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic education which enables all pupils within our family of schools to flourish. As part of our continued growth and commitment to excellence, we are seeking to expand our central team with the appointment of a Governance Partner to support our Governance team.

This is a rewarding opportunity for an experienced and highly motivated governance professional to play a key role in maintaining compliance and service performance for local governance across our family of schools. The successful candidate will proactively ensure robust compliance is in place, strengthening accountability frameworks and collaborating with headteachers, Chairs of Governors, foundation governors and key stakeholders to deliver a consistent, high-quality and effective governance service in line with our Governance strategy.

The post holder will provide expert oversight of governance support services in schools, working closely with Chairs of Governing Bodies, foundation governors and headteachers.

This is an exciting role and the successful candidate will bring a flexible and calm approach to their work, demonstrating the ability to respond effectively to changing priorities and the diverse needs of different school settings.

The postholder will offer guidance and support including minute taking at LGB meetings which will require some flexibility around working hours and location.

**Contract/Hours of work:** Full-time, 35 hours per week, TTO + 2 weeks

**Start date:** asap. **Permanent Contract**

**Salary:** NJC Grade 5, SCP13 – SCP19 (£29,064 - £32,061 FTE (actual pro-rata salary approx. £26,086 - £28,766)

**Location:**

The successful candidate will work across schools within Emmaus CAT covering Greater Manchester, with occasional duties undertaken at our central office in Sale.

**Line management**

The Governance Partner will work under the direction of our Senior Governance Partner.

**Key contacts:**

Director of Governance, Risk and Compliance, Executive Team, Trust Board, central governance team, central team, Chairs of Governors, headteachers, School Business Managers and foundation governors.

**Responsibilities**

Working alongside the Senior Governance Partner and central team to support the effective and efficient delivery of local governance across Emmaus CAT.

Please contact Alison Smith, Executive Administrative Manager via email: [recruitment@emmauscat.com](mailto:recruitment@emmauscat.com) for further details.



# Governance Partner

## Job Description

The post holder will report directly to the Senior Governance Partner

### Main Purpose of the Role

The Local Governance Partner will contribute towards the efficient and effective functioning of Local Governing Bodies within Emmaus Catholic Academy Trust by providing:

- Administrative and organisational support including minute taking.
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance.

### 1. Key Accountabilities, specific duties and responsibilities

To enable the effectiveness of Local Governing Bodies within Emmaus Catholic Academy Trust by:

- Monitoring and supporting identified schools – providing direct support, advice and guidance within and between meetings, grounded in Emmaus CAT's approaches, statutory legislation and guidance.
- Supporting the induction of new LGB Members.
- Developing and maintaining effective working relationships with school leaders and LGB Chairs of identified schools, including acting as their first port of call for governance queries.
- Providing administrative and clerking support to identified schools in the form of agenda setting, clerking meetings and producing minutes and action logs in a timely manner.
- Coordinating the progress of actions between meetings, including taking on actions pertinent to the requirements of the role.
- Signposting more complex queries to other personnel within the organisation.
- Providing feedback to the Senior Governance Partner/ Director of Governance, Risk and Compliance regarding the effectiveness and compliance of Local Governing Bodies being supported.

- Ensuring that the work of Local Governing Bodies aligns with the requirements of Emmaus CATs Scheme of Delegation and remain compliant with the Academy Trust Handbook and other such policies.
- Ensuring the compliance of governance functions undertaken and records within identified schools (e.g. training logs, registers of interest and Skills Audits).
- Utilising consistent systems and processes for activities throughout the course of this role, promoting the same consistent approach to school leaders and governors.
- Supporting central governance administration functions, including maintaining statutory records.
- Working as part of the broader and growing governance team – to contribute ideas and benefit from networks and development opportunities.

### Safeguarding

- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with Emmaus CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

## General

- Actively contribute to and promote the overall ethos and values of each school and the wider Emmaus CAT.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and Emmaus CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider Emmaus CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the CSEL/CEO or Central team which fall within the scope of the post.

## Other

The above list is not exclusive or exhaustive, and the Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

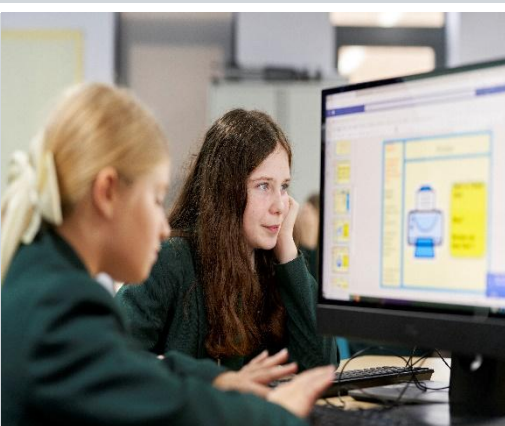
Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
Educated to a minimum of Grade 4 GCSE (or equivalent) in English and Maths	E
Governance related qualification e.g. Level 3 in Clerking of School and Academy Governing Bodies	D
Evidence of continuous professional development and a willingness to undertake additional CPD	E
Experience	
Experience of providing administrative support, advice and guidance, ideally within the education sector, and of upholding confidentiality as appropriate	E
Experience of managing conflicting demands, and of prioritising work	E
Proficient ICT skills including the use of the full Microsoft Office suite	E
Experience of supporting panel processes (e.g. exclusions, HR and complaints)	D
Experience of minute taking	D
Skills and Aptitudes	
Personal integrity and commitment to uphold the NOLAN principles of public life and expectations of the Catholic education service code of conduct	E
A commitment to supporting efficient, high-quality deliver of service	E
Ability to produce and maintain accurate records for Local Governing Bodies, including ensuring compliance with key guidance and statutory requirements	E
Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professional partners	E
The ability to work collaboratively with partner organisations such as the Diocese of Salford and Catholic Education Service	E
The ability to work autonomously whilst also contributing towards a growing team	E
The ability to produce a high standard of written work that demonstrates a sound understanding of the English language	E
The ability to handle confidential and sensitive information appropriately	E

Ability to listen and respond appropriately	E
Proactive and resourceful, with the ability to anticipate challenges with a positive, problem-solving attitude	E
The ability to plan and prioritise workload in order to meet deadlines, often with conflicting demands	E
Demonstrate a flexible approach around working hours and locations in order to fulfil the role	E
<b>Special Requirements</b>	
Ability to uphold the vision and values of Emmaus CAT	E
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-employment Health Check	E
An appropriate understanding of child protection and data protection	E
Willingness and ability to travel to schools across Emmaus CAT	E
Full Drivers Licence	E
Proactive and resourceful, with the ability to anticipate challenges with a positive, problem-solving attitude	E

**Please ensure that you use the 'Additional Information/Personal Statement' section of the application form to outline, in no more than 1300 words, how you feel you meet the criteria listed above**



# HOW TO APPLY



**EMMAUS Catholic Academy Trust**  
2<sup>nd</sup> Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com  
Company No. 12206105

[www.emmauscat.com](http://www.emmauscat.com)

X @EmmausCAT

Applications need to be made the link provided to our recruitment platform, available from the [Emmaus CAT website](#).

For an informal conversation regarding the role prior to applying please contact our Senior Governance Partner Sophie Gardiner via email [sophie.gardiner@emmauscat.com](mailto:sophie.gardiner@emmauscat.com).

**Closing date: Tuesday 30th June 2026 @ 9am**

**Interviews will take place: Wednesday 8th July 2026**



which can be found on our website  
[www.emmauscat.com/vacancies](http://www.emmauscat.com/vacancies)