



## Application Pack

EYFS/NURSERY TEACHER- PART TIME  
covering Maternity Leave (12 months)  
from September 2026



## 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 Teacher at St Anne's RC Primary School. 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 Teacher will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the 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.

The LGB, leadership team and community of St Anne's RC Primary School are very much looking forward to recruiting a highly effective Teacher. The successfully appointed candidate will join the St Anne's RC Primary School community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

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'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely



**Catherine Anderson**  
Chair of Directors



**Daniel Copley**  
CSEL/CEO



## MISSION

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- To be of service to society

## VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will 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.**



SALFORD  
CATHEDRAL



St. Anne's R.C. Primary School, a voluntary academy  
Greenacres Road, Oldham OL4 1HP  
Tel: 0161 770 5401

Email: [info@stannesrc.oldham.sch.uk](mailto:info@stannesrc.oldham.sch.uk)

On behalf of the staff and Governors, we warmly welcome you to St Anne's RC Primary School. St Anne's is a vibrant, caring and inclusive Catholic community where every child is recognised as unique, created in the image and likeness of God, and encouraged to grow academically, spiritually and socially.

Guided by our mission statement, '*We Grow Together in God's Love*', we are committed to providing a safe, nurturing environment underpinned by our core values of love, responsibility and respect. Our dedicated staff work collaboratively to deliver a rich, broad and balanced curriculum that enables all children to develop their God-given talents and 'live life to the full'.

We are currently seeking to appoint a **dedicated and enthusiastic part-time teacher FTE 0.60 (19.5 hours) (Monday-Friday mornings) in EYFS covering a maternity leave of 12 months**, who shares our commitment to high expectations, Catholic education and the holistic development of every child.

We are proud of our welcoming ethos, strong sense of community and commitment to excellence, and we look forward to welcoming a colleague who will contribute positively to our caring and supportive team.

# Teacher

Salary: Main Scale 3-6 , PART TIME FTE 0.60%

£37,101-£45,352 PRO RATA



The Emmaus Catholic Academy Trust and local governing body of St Anne's RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed part time Teacher to join our friendly team.

Could this be you?

#### We are looking for someone who:

- Has high expectations, is inclusive and believes in the potential of every child
- Is kind, caring, flexible and nurturing
- Has an interest in teaching in EYFS with secure curriculum knowledge
- Works positively with pupils, parents and colleagues
- Is reflective and committed to professional development

#### We can offer you:

- Enthusiastic, well-behaved children who enjoy learning
- Supportive colleagues and strong professional development
- A positive, welcoming environment with a clear commitment to staff wellbeing

**Contract/Hours of work:** 0.6 FTE (19.5 hours)

Monday-Friday (5 mornings)

**Salary:** MPS 3-6 (£37,101-£45352) pro rata

**Covering Maternity Leave of 12 months commencing 1-9-2026**

**Location:** St. Anne's R.C. Primary School, a voluntary academy  
Greenacres Road, Oldham OL4 1HP

Tel: 0161 770 5401

**Line Management:** Accountable to Headteacher

**Responsibilities:** See job description

Please contact school website  
for further details and application form.

Closing date for applications Friday 5<sup>TH</sup> June 2026  
Interviews will take place on Tuesday 16<sup>th</sup> June 2026

# Teacher – EYFS Nursery

## Job Description

The post holder will report directly to the Headteacher

### Key responsibilities:

**The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.**

#### 1. Christian Ethos

**To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Roman Catholic school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.**

- To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy.
- To implement the policy of the Governing Body on Religious Education.
- To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- To foster good relationships with all members of the school and local community including parents.
- To promote the school and all it stands for.
- To celebrate the successes of the school at every opportunity
- To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment

#### 2. Teaching and Learning

**Within the context of a Roman Catholic Primary School, the search for excellence pursued through teaching and learning takes place in the context of the individual needs and aspirations of the pupils as God's children.**

- To participate in long term planning and reviewing for the school and to carry out such medium and short term planning
- To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.
- To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- To manage pupil behaviour in a positive and effective manner.
- To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school for teaching and evaluating, as required by the school's policies.
- To set targets for individual pupils as required.
- To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, cooperate with persons or bodies outside the school and participate in meetings as necessary.
- To promote the general progress and well being, including the provision of guidance on educational and social matters, of individual pupils and any class or group assigned to him/her.

#### 3. The Teacher as a Professional

**In a Roman Catholic Primary School, the responsibility of each teacher is to assist the Headteacher in the leadership of a faith community for whom Christ is the model. In the teaching and management of staff, their unique contribution as individuals, valued and loved by God, should be recognised.**

- To contribute to a climate of mutual support, in which self confidence and self-esteem can grow and to work as a member of a team.
- To be committed to personal professional development and to participate in the school's system of performance management
- To contribute as appropriate to the professional development of colleagues.
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.
- To supervise and support the work of teaching and learning assistants including volunteers.
- To take part in the induction of students undertaking school practice if necessary.
- To supervise pupils outside the classroom as required by the Headteacher and within the Conditions of Employment.

#### 4. Resource Management

**In a Roman Catholic Primary School, the relationship between the Mission Statement and the deployment of all staff, finance, resources, time and energy should reflect the Christian aims of the school community and the needs of all pupils.**

- To manage materials and equipment for lessons to ensure minimal damage, wastage or loss.
- To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

#### 5. Specific Responsibilities

To lead and co-ordinate an area of the curriculum as required, except in the ECT year, the Subject Leader will:

- take a leading role, with the support of the Headteacher and Senior Leadership Team, in monitoring and developing the quality of the teaching and learning of the curriculum area/s throughout the school.
- monitor standards in the curriculum area/s throughout the school.
- disseminate information regarding Early Learning Goals, National Curriculum and other educational developments to colleagues, as appropriate.
- provide guidance and support to colleagues.
- develop and maintain liaison with subject leaders for other subjects, at different Key Stages and with other organisations.
- contribute to staff meeting agenda items where aspects of co-ordination and leadership are required.
- support the Headteacher in communicating information about the curriculum area for parents and governors.
- monitor and review current Curriculum Policy Statements and make recommendations for development.



- develop curriculum policy statements and guidelines for the teaching and learning of their curriculum area/s.
- monitor and evaluate curriculum planning (long, medium and short term), assessment and record keeping.

### Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

### Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people 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 the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

### Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

### General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- 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 the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider 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 Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.

- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and 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.

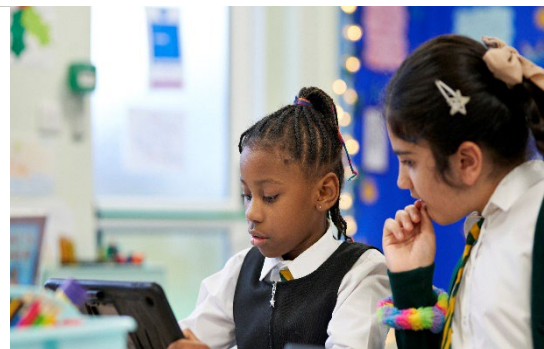
## Method of Working

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.





## Person Specification

Qualifications	Essential/Desirable
Qualified Teacher Status	E
Honours degree or equivalent	E
Commitment to personal/professional development	E
Practising Catholic	D
Experience	
Successful primary teaching experience	E
Skills and Aptitudes	
Knowledge of the National Curriculum	E
Knowledge of effective teaching and learning strategies	E
A good understanding of how children learn	E
Ability to adapt reaching to meet pupils' needs	E
Ability to build effective working relationships with pupils	E
Knowledge of guidance and requirements around safeguarding children	E
Knowledge of effective behaviour management strategies	E
Good ICT skills, particularly using ICT to support learning	E
Personal Qualities	
A commitment to getting the best outcomes or all pupils and promoting the ethos and values of the school	E
High expectations for children's attainment and progress	E
Ability to work under pressure and prioritise effectively	E
Commitment to maintaining confidentiality at all times	E

Commitment to safeguarding and equality	<b>E</b>
<b>Special Requirements</b>	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	<b>E</b>
Pre-Employment Health Check	<b>E</b>
An appropriate understanding of child protection and data protection	<b>E</b>

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## SCHOOL DETAILS

St. Anne's R.C. Primary School, a  
Voluntary Academy  
Greenacres Road, Oldham OL4 1HP  
Tel: 0161 770 5401

Email: [info@stannesrc.oldham.sch.uk](mailto:info@stannesrc.oldham.sch.uk)

Applications need to be made using the CES application form,  
available from the school website

**Closing date: Friday 5<sup>th</sup> June 2026**

**Interviews will take place: Tuesday 16<sup>th</sup> June 2026**

Please return completed application forms and supporting  
documents to [info@stannesrc.oldham.sch.uk](mailto:info@stannesrc.oldham.sch.uk) or school office

