



Application Pack

TEACHING ASSISTANT (Level 1)



EMMAUS
CATHOLIC ACADEMY TRUST

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 a Teaching Assistant at St Joseph's RC Primary School, Reddish. 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 Teaching Assistant 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 Joseph's, Reddish are very much looking forward to recruiting a highly effective Teaching Assistant. The successfully appointed candidate will join the St Joseph's 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



Emmaus Catholic Academy Trust, an educational constellation.



MISSION

The Diocese provides schools and colleges for the following reasons:

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- To be of service to the local Church – the Diocese – the Parish and the Christian home;
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VISION

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

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

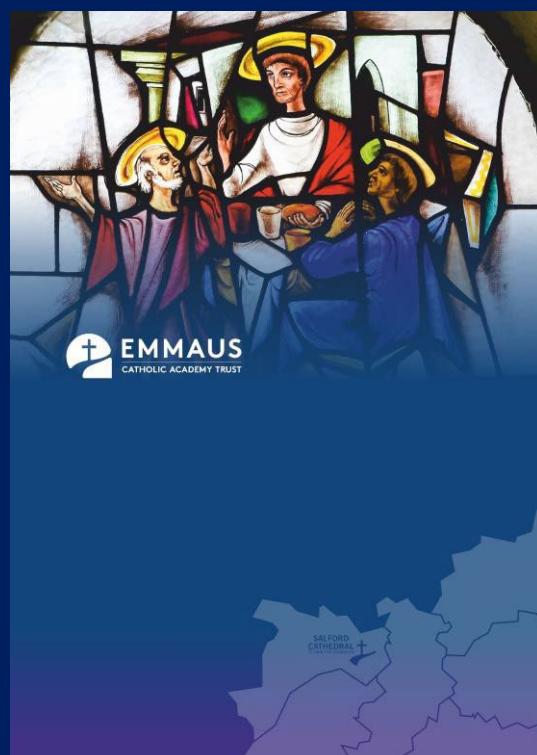
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

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.





St Joseph's RC Primary School, Reddish
Higginson Road, Reddish, Stockport SK5 6BG
0161 432 5689
victoria.watson@stjosephsreddish.org

Welcome to St Joseph's Catholic Primary School. At St Joseph's, we support our parents and families, to help their children to continue to grow in the love of Christ to achieve their full potential. Children only get on childhood, and it is our responsibility to get it right. It is a privilege to be a Headteacher and an even greater privilege to be the Headteacher of St Joseph's.

Here at St Joseph's, we aim to eliminate any circumstances that may be a barrier to learning and progress. We hold the highest of expectations and work to support each child to achieve success, not only academically, but socially, morally, spiritually and culturally. We know that high aspirations lead to high standards, and this is our vision for each and every pupil. It is our hope that by giving our children the very best start in life, it will put them on a solid trajectory for their future. I believe this to be not just a matter of importance, but one of social justice.

We encourage our children to work with a growth mind set and understand the steps of learning through focussed memory work and metacognitive techniques. This is supported by a carefully planned and sequenced, knowledge rich curriculum to develop conceptual understanding.

With our Catholic faith at the centre of everything we do, our carefully designed topics are embedded with a social, moral and spiritual purpose and where possible, they reflect the cultural heritage of our pupils and our locality.

Our exceptional staff, visionary governing body and supportive parish together help create the conditions to nurture spiritually, grow in faith and live our mission: 'Inspired by joy, we grow together as members of a unique family who respect, love and forgive each other'



TEACHING ASSISTANT L1

Salary: Scale 2.3 - £25,614.00 p.a. Full-time Equivalent

- Actual salary circa £21,560.95 p.a.



The Emmaus Catholic Academy Trust and local governing body of St Joseph's RC Primary School, Reddish, are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Teaching Assistant to join our friendly team. Could this be you?

If it was you, you would:

- Have experience of a Teaching Assistant role
- Have high expectations and demonstrate a commitment to raising standards and achieving the best possible outcomes
- Have high expectations of the behaviour and attitudes of the children
- Support the Catholic faith of the school
- Have a good knowledge of primary curriculum
- Be self-motivated and able to work cooperatively as part of a team

If so, we can offer you:

- A welcoming school, with a strong Catholic ethos
- Well behaved, enthusiastic children who are eager to learn and proud of their school
- A considerate, dedicated and supportive team committed to achieving very high standards
- Supportive governors and parents
- A commitment to professional development

Contract/Hours of work:

8.15am – 3.45pm, Monday to Friday

Fixed-term contract until 31/8/27 (with the possibility of extension)

Term-time only (38 weeks) plus 5 INSET days

**Salary: Scale 2.3 - £25,614.00 p.a. Full-time Equivalent
(Actual salary circa £21,560.95 p.a.)**

**Location: St Joseph's RC Primary, Reddish
Higginson Road,
Reddish,
Stockport
SK5 6BG**

Line Management: Headteacher

Key contacts: School Business Manager
victoria.watson@stjosephsreddish.org
0161 432 5689

Please contact Victoria Watson,
victoria.watson@stjosephsreddish.org
for further details and application form.

**Closing date for applications: Monday 5th October
2026 at 9am. Interviews will take place w/c 5th
October 2026**



TEACHING ASSISTANT

Job Description

The post holder will report directly to the headteacher

Main Purpose of the Job

To provide support to teaching staff throughout the school, in an appropriate learning environment.

Key Responsibilities:

- To provide support to teaching staff throughout the school.
- Assisting with the integration of pupils with special educational needs.
- Supporting children within a small group or on an individual basis within the classroom or on a withdrawal basis.
- To be an integral part of the school, working in close partnership with all staff.

General Duties:

- To assist in the planning, recording and implementation of individual education plans.
- To assist in the delivery of intervention, support or integration programmes as required.
- To prepare, care for and store resources
- Assisting with supervision during break, lunchtime and educational visits.
- Attending to sick children including, changing soiled clothing and maintaining hygiene standards.
- To provide support for children with physical needs e.g assisting with moving around the classroom and school, assistance with feeding, assistance with changing for PE, assisting with safe use of classroom equipment.

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.

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. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework.	E
NVQ/VRQ Level 2 Teaching Assistant Qualification or equivalent.	E
Paediatric First Aid certificate (where appropriate).	D
Experience	
Experience working as a Teaching Assistant at NVQ Level 2 in a school.	D
Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation.	E
Demonstrate sound knowledge and understanding of: • Every Child Matters, especially the common core knowledge and skills for working with children and young people • Effective child protection and safeguarding practice and procedures, • SEND Code of Practice	E
Skills and Aptitudes	
Interpersonal skills to build and maintain effective relationships with all pupils and colleagues.	E
To promote a positive ethos and good role model.	E
Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these.	E
To continually improve own practice/knowledge through self-evaluation and learning from others.	E
Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation (define specific needs) and the responsibilities of the role within these for promoting pupils' welfare.	E
Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	E
Understanding of the principles of child development and learning processes.	E

Understanding of equal opportunities and inclusion and how it applies in a school setting.	E
Special Requirements	
To work flexibly as the workload demands.	E
Be willing to consent to apply for an enhanced clearance with the Disclosure and Barring Service (DBS).	E
Willingness to undergo minor first aid training	E
To contribute to the Catholic ethos of the school.	E



HOW TO APPLY



St Joseph's RC Primary School, Reddish

Higginson Road,
Reddish,
Stockport
SK5 6BG

0161 432 5689

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

<https://www.stjosephsreddish.org/home>

Closing date: Monday 5th October 2026 at 9am

Interviews will take place: w/c 5th October 2026

Please return completed application forms and supporting
documents to victoria.watson@stjosephsreddish.org



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