

Application Pack

TEACHER

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 Class Teacher at the Partnership of St. Edmund's and St. Patrick's R.C. Primary Schools. 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 Class 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 communities of St. Edmund's and St. Patrick's Primary Schools are very much looking forward to recruiting a highly effective Class Teacher. The successfully appointed candidate will join the school communities, 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

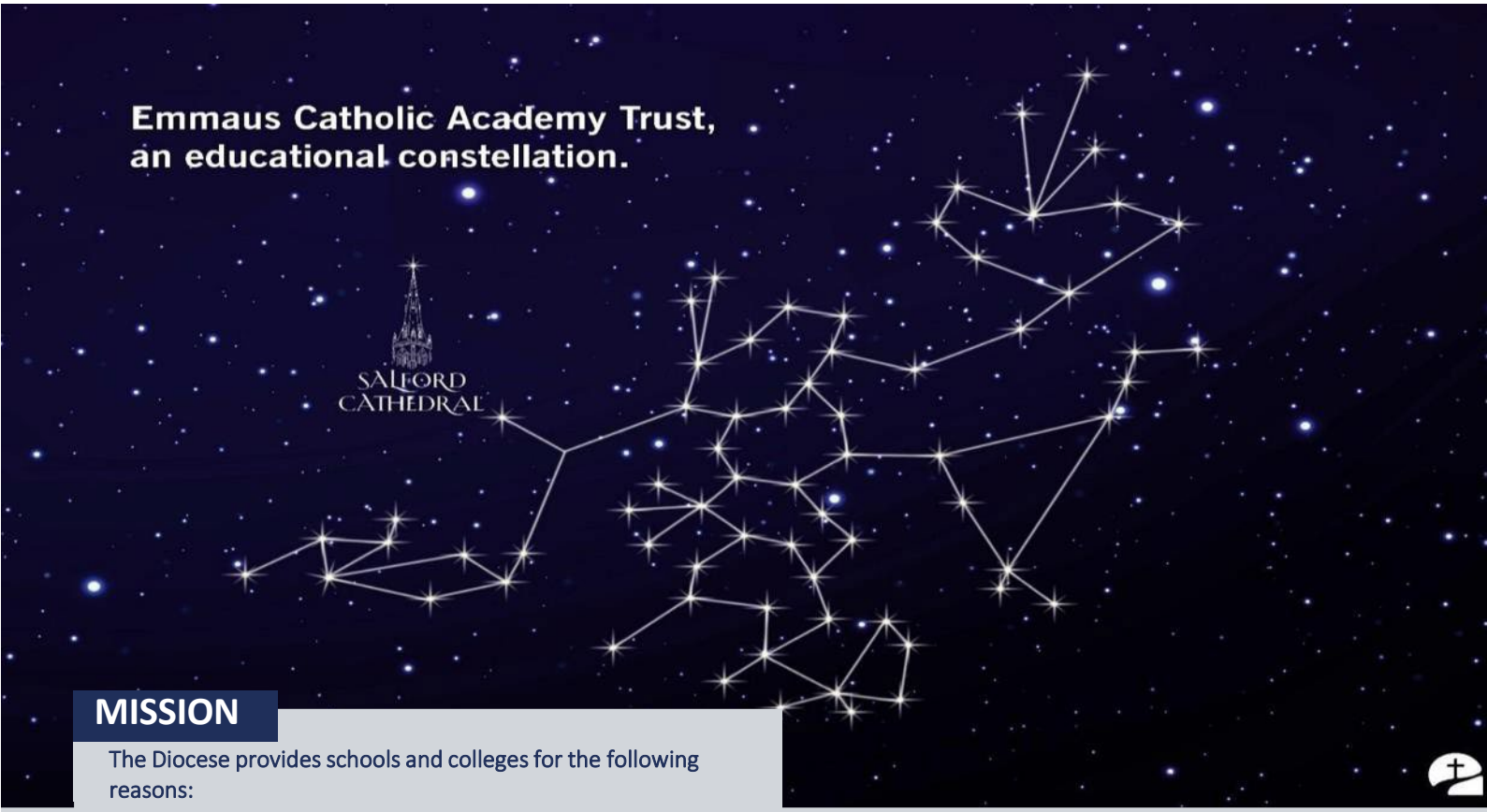
Daniel Copley
CSEL/CEO








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MISSION

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- 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

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

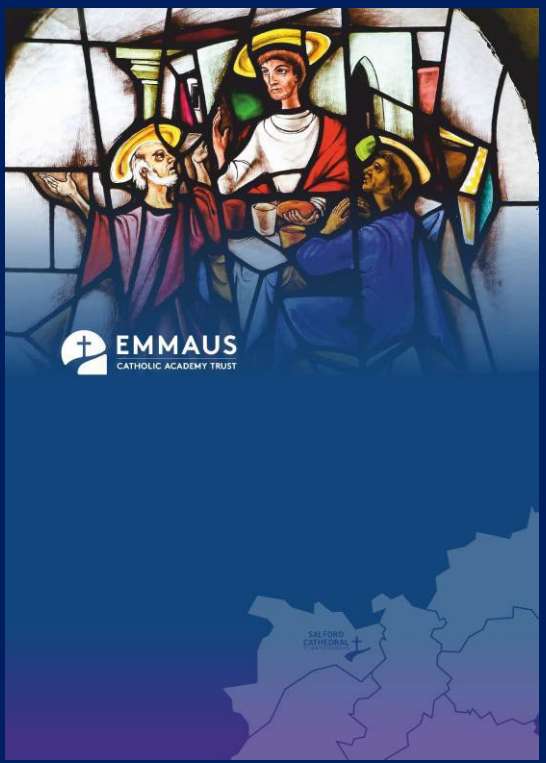
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

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.



The Federation of St. Edmund's and St. Patrick's R.C. Primary Schools

St. Edmund's R.C. Primary School
Upper Monsall Street
Miles Platting
Manchester
M40 8NG
0161 205 1700

St. Patrick's R.C. Primary School
Livesey Street
Collyhurst
Manchester
M4 5HF
0161 834 9004

On behalf of our Local Governing Board and school community we welcome you warmly to the Federation of St. Edmund's and St. Patrick's R.C. Primary Schools.

The Federation of St Edmund's and St Patrick's are two schools proudly rooted on the outskirts of Greater Manchester.

Both schools fully embrace the Church's mission; to serve our families, preserving and developing the Catholic character of which we are so proud.

Our schools are welcoming, safe, diverse and inclusive, where we celebrate the uniqueness of every individual. We are united by a shared commitment to strive in every possible way for each child to achieve their potential.

We take pride in the warm, supportive environment evident across our schools, where diversity is one of our greatest strengths, the rich cultural vibrancy of Manchester is reflected in our classrooms and staff work hard every day to ensure every child feels seen, heard and valued.

We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can all grow to love God and each other more.



Teacher

Salary: MPS1 – UPS2



The Emmaus Catholic Academy Trust and local governing body of St. Edmund's and St. Patrick's R.C Primary Schools are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Teacher to join our friendly team.

Could this be you?

If it was you, you would be:

- Committed to upholding the Catholic ethos of our school
- An excellent classroom practitioner
- Able to inspire and motivate with high-quality teaching and learning experiences
- Committed to high expectations of behaviour and achievement
- Be happy to work across both of our school sites

If so, we can offer you:

- The opportunity to join our happy, successful and ambitious schools
- Enthusiastic, caring pupils who are well behaved and eager to learn
- A supportive and friendly team
- A strong CPD offer

Contract/Hours of work:

Permanent, full time contract.

Salary:
MPS / UPS

Location:
You will be based either at St Edmund's or St Patrick's R.C. Primary School

Line Management: Accountable to Headteacher

Key contacts:
Executive Headteacher and Head of Schools

Responsibilities:
Please see job description for key responsibilities

Please contact Sarah James via personnel@steprcps.co.uk for further details and application form.

Closing date for applications: Thursday, 3rd December 2026 at 9:00 a.m.
Interviews will take place w.c. 7th December 2026

Teacher

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 for 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	E
Special Requirements	
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



HOW TO APPLY

EMMAUS
CATHOLIC ACADEMY TRUST

SCHOOL DETAILS

Insert address / website



Applications need to be made using the CES application form, available from St Edmund's RC Primary School: Application Documents

Closing date: Thursday, 3rd December 2026 at 9:00 a.m.

We will be shortlisting on Friday, 4th December 2026 and successful candidates will be informed in due course

Interviews will take place: week commencing 7th December 2026

Please return completed application forms and supporting documents to Sarah James via personnel@steprcps.co.uk

DIOCESE OF SALFORD