



**Application Pack**

**Fixed Term Contract CLASS 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 Teacher at St Stephen'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 Emmaus 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 Stephen's RC Primary School are very much looking forward to recruiting a highly effective Teacher. The successfully appointed candidate will join the St Stephen'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

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

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.

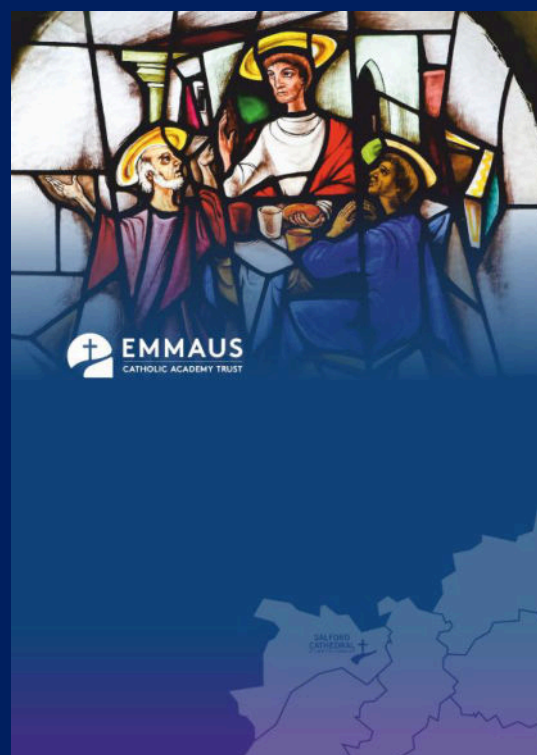
## The Emmaus Catholic Academy Trust Prayer

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 Stephen's RC Primary School, Chappell Road, Droylsden M43 7NA

Head Teacher: Mr Connor Lavin

Tel: 0161 370 2071

Email: [schoolbm@stsrcp.co.uk](mailto:schoolbm@stsrcp.co.uk)

An exciting opportunity has arisen to join our exceptional KS1 team at St Stephen's, starting in January 2027 to cover a maternity place until October 2027.

We are seeking a passionate and dedicated KS1 teacher to become part of our highly regarded and fully subscribed team.

Our setting embraces the core principles and values of early learning, offering a well-resourced environment alongside outstanding outdoor spaces, including our very own working allotments.

The successful candidate will be a highly motivated practitioner with strong knowledge and enthusiasm for KS1. You will be committed to delivering inspiring and engaging learning experiences that enable every child to flourish and reach their full potential.

We are looking for someone who is flexible, creative, and has a great sense of humour, with a genuine commitment to meeting the diverse educational and developmental needs of all pupils. St Stephen's is a thriving two-form entry school, with a strong sense of community and collaboration across year groups.

The school boasts exceptional outdoor provision and extensive grounds, making it an ideal environment for those who value outdoor learning, themed days, and working with wonderful children. We even have our very own Manchester Bee!

We are proud to offer high-quality, engaging professional development opportunities to support your career progression.

Visits to the school are warmly welcomed and encouraged. We would be delighted to show you our school in action and share more about what makes St Stephen's such a special place to work and learn.

# Teacher

Salary: Main Teacher Scale



The Emmaus Catholic Academy Trust and local governing body of St Stephen'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 Teacher to join our friendly team.

Could this be you?

If it was you, you would:

- Have experience as a Class Teacher
- 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
- Be a practising Catholic or supportive the Catholic faith of the school
- Have a good knowledge of primary curriculum
- Works positively with pupils, parents and colleagues
- 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

**Salary: Main Scale**

**Fixed Term Contract covering maternity leave to start 1<sup>st</sup> September 2026**

**Location: St Stephen's RC Primary School, Chappell Road, Droylsden M43 7NA**

**Line Management:** Accountable to Headteacher

**Key Contacts:**

Mrs Cassandra Shaffi, School Business Manager  
[schoolbm@stsrcp.co.uk](mailto:schoolbm@stsrcp.co.uk)  
01613702071

Please contact Cassandra Shaffi School Business Manager for further details or arrange a look around

**Closing date for applications: 9am Tuesday 13<sup>th</sup> October 2026**

**Interviews will take place on 16<sup>th</sup> October 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 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                                       | 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



**St Stephen's RC Primary School**  
Chappell Road  
Droyslden  
M43 7NA

**0161 370 2071**  
**[schoolbm@stsrcp.co.uk](mailto:schoolbm@stsrcp.co.uk)**

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

**Closing date: 9am on 13<sup>th</sup> October 2026**

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

Please return completed application forms and supporting documents to Cassandra Shaffi [schoolbm@stsrcp.co.uk](mailto:schoolbm@stsrcp.co.uk)



DIOCESE OF  **SALFORD**