

Application Pack

TEACHING ASSISTANT (LEVEL 3)

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 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 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 Stephen's RC Primary School re very much looking forward to recruiting a highly effective Teaching Assistant. 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

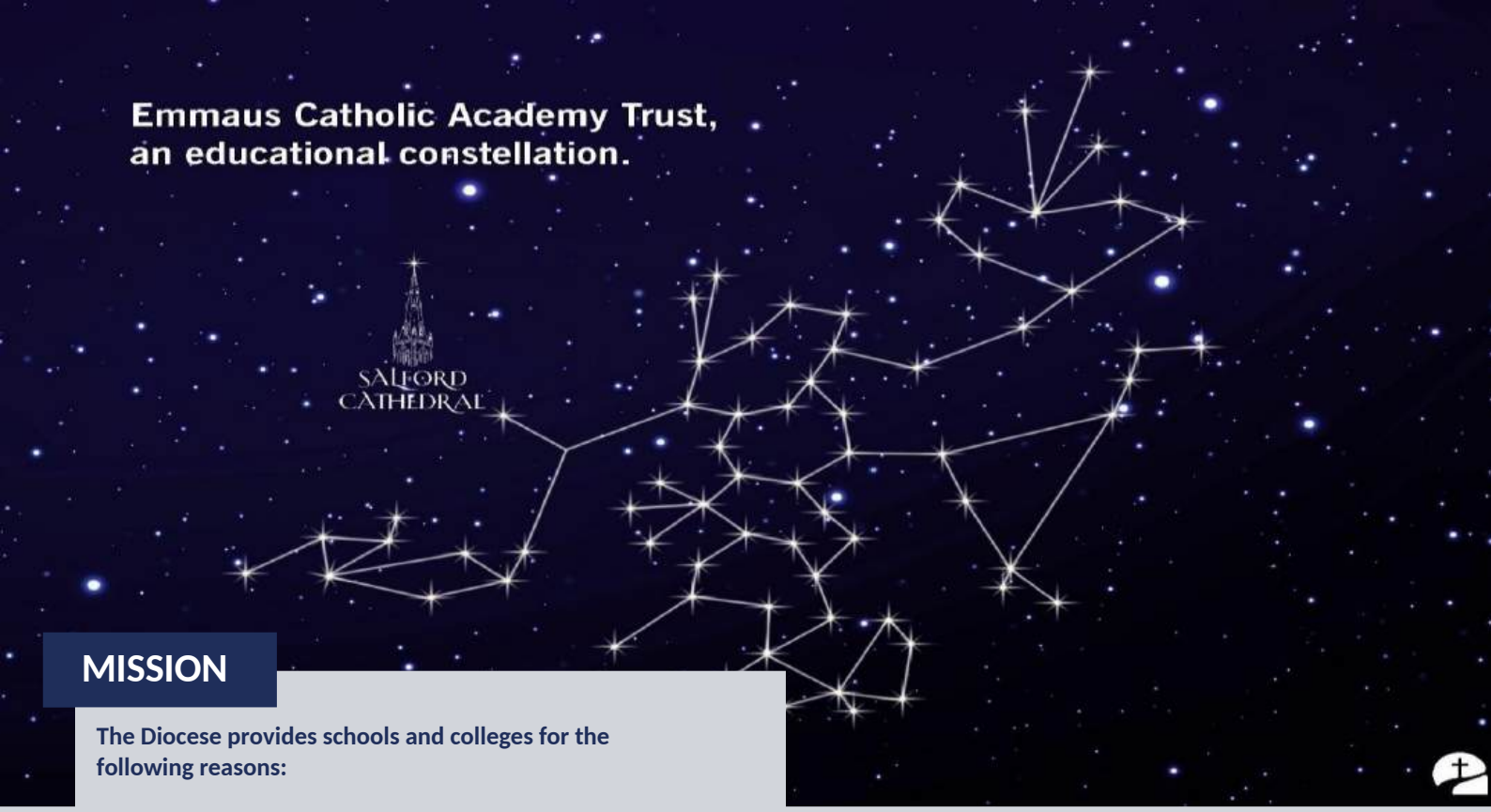
Daniel Copley
CSEL/CEO








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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

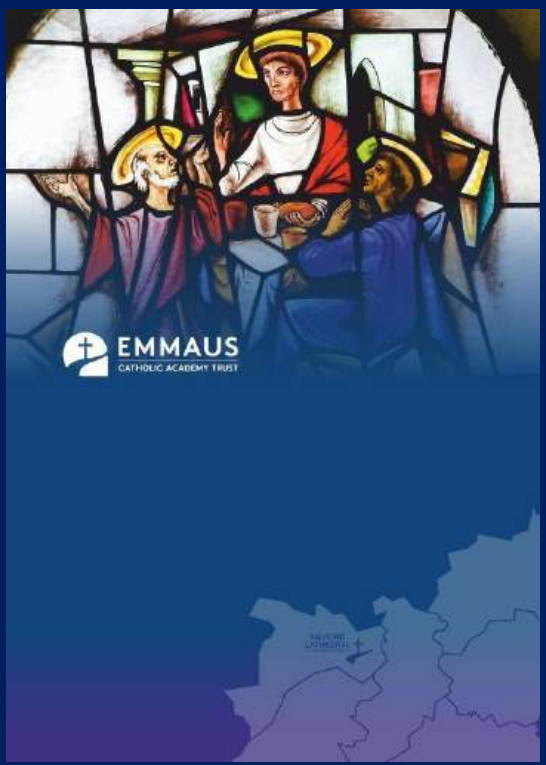
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

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

We are looking for a motivated and caring individual who is passionate about supporting children's learning, development and wellbeing, helping every child to achieve their full potential.

The successful candidate will have a Level 3 Teaching Assistant qualification (or equivalent), experience of working within a primary school setting and the ability to support pupils with a range of learning needs, including SEND.

We are looking for someone who:

- Has high expectations of pupils' achievement, behaviour and wellbeing.
- Can work effectively alongside teachers to deliver engaging learning activities.
- Has experience of supporting children individually and in small groups.
- Demonstrates patience, flexibility, creativity and a positive attitude.
- Can build strong, supportive relationships with pupils, staff and parents.
- Is committed to safeguarding and promoting the welfare of children.
- Will actively contribute to the Catholic ethos and wider life of our school.

In return, we offer a welcoming and inclusive school community, enthusiastic children, a supportive staff team and opportunities for continued professional development.

If you are passionate about making a difference to children's lives and would like to become part of our St Stephen's family, we would love to hear from you!



TEACHING ASSISTANT

Salary: SCP11-16 £28142-£30518 (Pro Rata £22955-£24893)



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 Teaching Assistant to join our friendly team.

Do you have:

- A strong belief in Catholic education
- A clear vision of excellence
- Ability to inspire children
- Experience of supporting children with additional needs

If so, we can offer you:

- An exciting opportunity
- A friendly, welcoming school with strong links to the Parish
- A dedicated staff striving for excellence
- Friendly, well-behaved and enthusiastic children
- Supportive and committed Governors
- A stimulating environment, with award winning grounds
- Opportunity for Professional Development

Contract/Hours of work: 8.30am-3.30pm Monday to Friday, Term Time only, plus 5 days, permanent role

Salary: SCP11-16 £28142-£30518 (Pro Rata £22955-£24893)

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

Line Management: Headteacher

Key contacts: Cassandra Shaffi, School Business Manager

Closing date for application:30th November 2026

Interviews will take place on w/c 7th December 2026



TEACHING ASSISTANT

Job Description

Main purpose of the role:

To work under the guidance of designated teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed knowledge in particular areas and involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task, responding to questions and generally assisting pupils to undertake set activities.

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.

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Supervise, assist and support pupils, including those with special needs, to access learning activities, through your knowledge of the curriculum and knowledge of how pupils learn.
- The role may include supporting and implementing pupils' personal programme, including: social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional responsibilities:

- Contribute to the development and implementation of Individual Education Plans and Behaviour Plans.
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide specific feedback in discussion with pupils on their progress and achievement, in line with school policy
- Promote positive values, attitudes and good pupil behaviour. Deal promptly with conflicts and incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
- Work with the teacher to plan and implement lessons/activities, evaluating and adjusting lesson work / plans according to pupils' learning styles and individual needs and to meet pre-determined learning objectives.
- Contribute to the setting up and on-going delivery of local and national learning strategies, e.g. literacy, numeracy, early years effectively utilising all alternative opportunities to support extended development of pupils' skills.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.
- Undertake routine marking of pupils' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required.

- Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary.
- Collate pupil reports in liaison with the teacher, inputting data as required
- Create and maintain an appropriate learning environment in liaison with the teacher.
- Assist with the display of pupils' work.
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Provide clerical support for teachers, e.g. photocopying, filing, record-keeping, collecting money, checking of deliveries and placing goods in stock and. maintaining records of stock, administering coursework, production of work sheets for agreed activities.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support the achievement and progress of pupils. Assist with activities outside the classroom, working as part of a team to supervise pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons. (If this is an agreed part of the working pattern)
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers. Maintain good order and keep pupils on task. Respond to pupils' questions and generally assist pupils to undertake set activities.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, antibullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

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
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	E
NVQ Level 3 Teaching Assistant Qualification or equivalent.	E
Paediatric First Aid certificate (where appropriate).	D
Experience	
Experience of working with children in an educational setting who may have different individual needs and learning styles.	E
Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation.	E
Skills and Aptitudes	
Interpersonal skills to build and maintain effective relationships with all pupils and colleagues.	E
Communication skills to liaise sensitively with parents and carers.	E
Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives.	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

EMMAUS
CATHOLIC ACADEMY TRUST

SCHOOL DETAILS

Applications need to be made using the CES application form attached to the job advert

Closing date: Monday 30th November 2026

Interviews will be held WC 7th December 2026

Please return completed application forms and supporting documents to Cassandra Shaffi, SchoolBM@stsrcp.co.uk



DIOCESE OF SALFORD