



Application Pack

SEN TEACHER Resource Base



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 SEND Teacher. The successfully appointed candidate will join the St Stephen's 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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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.

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

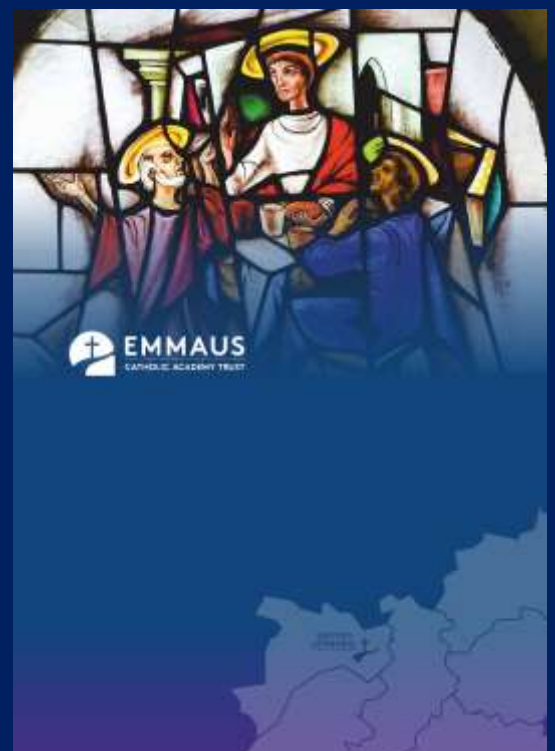
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

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.





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

An exciting opportunity has arisen to join our exceptional team at St Stephen's, starting in September 2026.

We are seeking a passionate and dedicated SEN teacher to become part of our highly regarded and fully subscribed team. To promote the ethos of St Stephen's RC Primary School and deliver high-quality, inclusive teaching that meets the needs of all pupils, including those with communication and interaction needs, ensuring every child reaches their full potential academically, socially and emotionally.

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 EYFS, KS1 or KS2. 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 across EYFS to KS2. 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.

SEN 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

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@stsrpc.co.uk
01613702071

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

Closing date for applications: 9am 11th May 2026
Interviews will take place on 19th May 2026

SEN Teacher

Job Description

The post holder will report directly to the Headteacher

Core Teaching and Learning Responsibilities

- At all times promote the ethos of the school as outlined in the Mission Statement and school aims.
- Plan, prepare and deliver well-structured, engaging and differentiated lessons that meet the needs, experience and abilities of all pupils, including those with SEND.
- Provide a well-managed, stimulating, safe and inclusive learning environment that makes effective use of available resources and encourages independence and engagement.
- Deliver each pupil's entitlement to a broad, balanced and adapted curriculum, ensuring appropriate access for pupils with communication and interaction needs.
- Use evidence-based SEND approaches including visual supports, structured teaching, sensory strategies and communication systems (e.g. Makaton, AAC).
- Adapt curriculum content, teaching methods and resources to reflect individual learning profiles, sensory needs and communication levels.
- Plan and deliver targeted interventions to support speech, language, communication, social skills and independence.
- Develop opportunities that enhance pupils' Personal, Spiritual, Moral, Social and Cultural development in line with school values.

Assessment, Monitoring and Reporting

- Assess, record, monitor and report on pupils' academic, social and developmental progress using appropriate frameworks.
- Develop, implement and review EHCP targets, ensuring outcomes focus on communication, interaction, wellbeing and independence.
- Maintain accurate and up-to-date records, including EHCP documentation, progress reports and annual review contributions.
- Share learning targets and progress with pupils and parents/carers, providing clear guidance and practical strategies to support progress at home.

Pastoral Care, Behaviour and Wellbeing

- Have corporate responsibility for pupil behaviour in line with the school's Discipline and Behaviour Policies.
- Use a consistent, proactive and trauma-informed approach to support emotional regulation, reduce anxiety and promote positive behaviour.
- Implement individual behaviour support plans rooted in an understanding of pupils' communication and sensory needs.
- Establish structured routines, clear expectations and a calm learning environment to promote engagement and wellbeing.
- Promote inclusion, peer interaction and positive social relationships across both SEND and mainstream contexts.
- Carry out intimate care where required, ensuring dignity, respect and safeguarding procedures are always followed.

Communication and Interaction Support

- Create and sustain a communication-rich learning environment that promotes language development and social interaction.
- Model, scaffold and reinforce effective communication strategies for pupils and staff.
- Support the development of functional communication, including non-verbal and alternative communication methods.
- Raise awareness of communication and interaction needs across the school community.

Inclusion and Integration

- Facilitate and support pupils' access to mainstream classes, activities and wider school life where appropriate.
- Support smooth transitions between the SEND base, mainstream classrooms and key transition points.
- Promote equality, inclusion and high expectations for all pupils, treating everyone with fairness and dignity.

Collaboration and Professional Relationships

- Develop effective relationships with pupils, parents/carers, staff, governors and external agencies.
- Work closely with teaching assistants to ensure consistent, high-quality provision and shared understanding of pupil needs.
- Liaise effectively with the SENCO, speech and language therapists, occupational therapists, educational psychologists and other professionals.
- Offer guidance and support to staff across the school on effective strategies for pupils with communication and interaction needs.
- Build strong partnerships with parents/carers and involve them actively in their child's learning and development.

Professional Duties and Whole School Contribution

- Participate fully in Performance Management/Appraisal, agreeing objectives linked to professional development and pupil progress.
- Engage in ongoing professional development, particularly related to SEND, autism and communication needs.
- Attend and contribute to staff meetings and school decision-making and consultation processes.
- Contribute to the corporate life of the school, including the development of policies, programmes of study, teaching methods, resources and pastoral arrangements.
- Fulfil administrative duties essential to the smooth and effective running of the school.
- Ensure that school policies, including safeguarding, SEND, equalities and health and safety, are reflected in daily practice.
- Take reasonable care for the health and safety of self and others and comply with all school health and safety procedures.
- Undertake any additional duties reasonably requested by the Headteacher or governors that are commensurate with the level 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.





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



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

0161 370 2071
schoolbm@stsrcp.co.uk

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

Closing date: 9am 11th May 2026

Interviews will take place: 19th May 2026

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

