



Application Pack

EYFS Lead



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 EYFS Lead 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 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 Kentigern's RC Primary School are very much looking forward to recruiting a highly effective EYFS Lead. The successfully appointed candidate will join the St Kentigern'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



Emmaus Catholic Academy Trust, an educational constellation.



MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
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- 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.

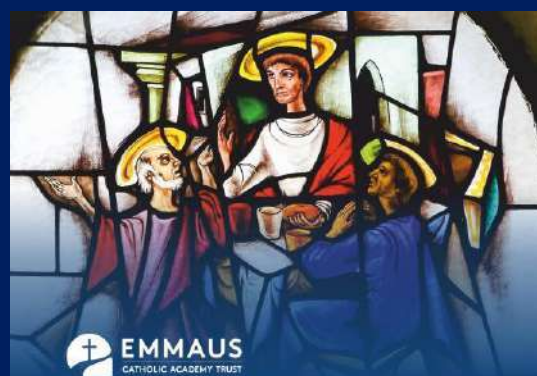
The Emmaus Catholic Academy Trust Prayer

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.





Chappell Road, Droylsden M43 7NA
Tel: 0161-370-2071
Email: schoolbm@stsrcp.co.uk
Headteacher Mr C Lavin

The Governors of St Stephen's are seeking to appoint a highly effective, inspiring and outstanding EYFS Lead who is looking to develop their leadership and management experience and contribute towards the development of Teaching, Learning and Assessment at our school.

The successful candidate will be responsible for leading the EYFS team which comprises of a nursery and two reception classes. The post will commence January 2027.

The successful applicant will have an excellent knowledge of phonics and its delivery and will be able to demonstrate a high degree of knowledge of the EYFS curriculum. Experience of tracking and analysing EYFS data across the key stage would be beneficial.

Applications are invited from candidates who are committed to academic excellence and feel they have the drive and skills required for this role as well as a commitment to making a real difference to the achievements of young people whilst delivering first class learning. Experience across Early Year education will be required.



EYFS Lead

Salary: UPS 1 to UPS 3 (Pay award pending) plus TLR



The Emmaus Catholic Academy Trust and local governing body of St Kentigern'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:

- Be a practising Catholic or an individual who can support our Catholic ethos.
- Be an excellent practitioner with high expectations for all children.
- Be hard working and strongly committed to the inclusion of all children.
- Be approachable and able to work with a range of staff to further develop their practice.
- Be able to build strong relationships with all members of the school community

If so, we can offer you:

- A happy and caring school with dedicated, experienced and supportive staff and governors.
- Well behaved and friendly children who are keen to learn.
- Parents who are keen to support their children.

Contract/Hours of work: Permanent Full Time Contract

Salary: UPS1 to UPS3 (£47,472 to £51,048)
(pay award pending) plus TLR

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

Line Management: Accountable to Headteacher

Key contacts: SLT and Early Years Team

Responsibilities: Please see job description for key responsibilities or provide summary

Please contact
schoolbm@stsrcp.co.uk for further
details

Closing date for applications: 9.00 a.m. on Tuesday
13th October Interviews will take place on
Friday 16th October 2026

EYFS Lead

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.

- Share responsibility of the analysis of key school performance data, to ensure priorities are appropriate and standards improve.
- Promote the active involvement of pupils in their own learning across the school.
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout early years.
- Promote the use of ICT to enhance and extend pupils' learning.
- Lead the early years team.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children.
- Implement strategies to promote high standards of behaviour.
- Develop and enhance a broad and rich curriculum which meets the needs of all pupils within the early years' unit.
- Monitor and evaluate standards in teaching and learning across the school.
- Demonstrate a commitment to positive behaviour management throughout the school.
Exemplify and share best practice across the school.

3. The Leader 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.

- Set high expectations for your own performance and that of others.
- Engage in relevant continued professional development activities.
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Monitor the quality of teaching and colleagues' professional impact and report the evaluation to SLT.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Support our school's ethos, promoting the school's values and principles.
- Make a distinctive contribution to the wider school team and continued development of St Kentigern's R.C. Primary School.

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.
- Disseminate information regarding Early Learning Goals, National Curriculum and other educational developments to colleagues, as appropriate.
- 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. Set high expectations for your own performance and that of others.
- Engage in relevant continued professional development activities.
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Monitor the quality of teaching and colleagues' professional impact and report the evaluation to SLT.



- 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
Practicing Catholic	D
Experience	
Teaching within the Early Years, including evidence of outstanding teaching directly linked to EYFS.	E
Team Leadership, including during school development and/or improvement	D
Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight	D
Developing and delivering staff development programmes	E
Implements teaching and learning strategies to improve quality and pupil attainment	E
Skills and Aptitudes	
Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery	E
Knowledge of effective teaching and learning strategies	E
A good understanding of how children learn	E
Ability to adapt 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

A photograph of a classroom. In the foreground, a young girl with dark skin and curly hair, wearing a dark blue school sweater, sits at a desk looking towards the right. Next to her, a young boy with dark hair, wearing a light blue school shirt, sits at the same desk, holding a yellow pencil and looking towards the left. In the background, a teacher with blonde hair is standing and talking to other students. The classroom has colorful posters on the walls and a whiteboard.

HOW TO APPLY



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

Closing date: Tuesday 9am 13th October 2026

Interviews will take place: Friday 16th October 2026

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

The logo for the Diocese of Salford. It features a red shield with a white cross and a crown on top. To the left of the shield, the words "DIOCESE OF" are written in a dark blue serif font. To the right of the shield, the word "SALFORD" is written in a red serif font.

DIOCESE OF  SALFORD

