



Application Pack

Teaching Assistant Level 3

St Stephen's RC Primary School



We would like to take this opportunity to thank you for your interest in the advertised role of Classroom teacher, at St Stephen's RC Primary School within the Central Team. 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 strategic direction of the CAT 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 successfully appointed candidate will join St Stephen's RC Primary School.

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'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO

EMMAUS Catholic Academy Trust
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MISSION

The Diocese provides schools and colleges for the following reasons:

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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

We enable our schools to provide great Catholic education across Greater Manchester.

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.

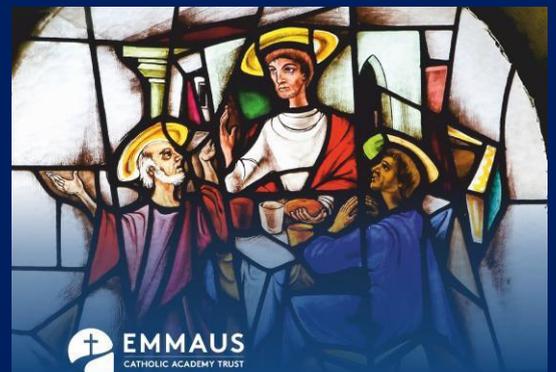
The Emmaus Catholic Academy Trust Prayer

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.



SALFORD
CATHEDRAL



6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2025/2026

Strategic Focus Area 1:

Mission

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

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 8,265 children, and employs approximately 1,180 staff.

- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Chad's RC Primary School – 230
- St Matthew's RC High School – 1319
- Mount Carmel RC Primary School – 455
- Holy Family RC Primary School – 214
- St Kentigern's RC Primary School – 454
- St Edward's RC Primary School – 266
- St Mary's RC Primary School – 114
- St Joseph's RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen's RC Primary School – 410
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Oldham – 213
- Saint John Henry Newman RC College – 1502
- St Anne's RC Primary School – 227
- St Christopher's RC Primary School, Tameside – 251
- Our Lady of the Rosary RC Primary School – 235

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children, and employ approximately 1,800 staff.

- St Thomas More RC College – 778
- St Dunstan's RC Primary School – 329
- St Margaret Mary's RC Primary School – 342
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196
- St Winifred's RC Primary School – 401
- St Herbert's RC Primary School – 333
- Holy Rosary RC Primary School – 234
- St John Fisher RC Primary School – 246
- English Martyrs RC Primary School – 225
- St Malachy's RC Primary School – 233
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham – 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334



Teaching Assistant Level 3

Salary: Grade E Point 11-16

Starting salary £28,142 (Pro Rata £24,018 approx.)



Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils.

Are you looking for a challenge? Do you enjoy working with children? Are you currently a Teaching Assistant looking to work in a different setting or are you ready to take that next step in your career?

Well, St Stephen's RC Primary School could be the school for you! We are looking for a Teaching Assistant to join our dedicated team to make a difference to the lives of our children.

This is a permanent full-time role (32.5 hours a week 8.30am-3.30pm) term time only, Monday to Friday.

We can offer:

- 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
- Excellent ICT facilities in all classrooms
- Opportunity for Professional Development

You can offer:

- A strong belief in Catholic education and the uniqueness of each individual
- A clear vision of excellence
- Ability to inspire children and think creatively
- Experience of supporting children with additional needs

Information about our school

St Stephen's RC Primary School is a two-form entry primary academy located in Droylsden. We aim to create a stimulating and enjoyable learning environment where each individual can achieve their full potential. We want our pupils to be enthused and engaged in their learning at all times and our skills-based curriculum provides a wide range of opportunities to develop children's interests and capabilities. We are a building learning power and philosophy for learning school, encouraging pupils to develop strategies which enable them to become independent, enthusiastic and confident learners.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. References will be sought for shortlisted candidates and the appointment will be made subject to these references and an enhanced DBS disclosure.

Visits to the school are strongly encouraged. Please telephone the school office to schedule an appointment 01613702071.

As part of the interview process candidates will be expected to undertake a short-written task.

Fully complete CES application forms are to be returned to the school office or to admin@stsrcp.co.uk

The full application pack and an online application form are available at [Vacancies | Emmaus CAT](#)

Contract/Hours of work: Permanent, Full Time 32.5hrs, TTO

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

Line Management: Headteacher/Senior Leadership

Key contacts: Headteacher, Senior Leadership team



Teaching Assistant Level 3 Job Description

Summary of Role:

To work under the guidance of 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 and specialist knowledge in particular areas and will 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. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Main Duties and responsibilities

Support for pupils

- Provide care and support inside and outside the classroom for one or more individual students during the school day:
 - form a close, caring and purposeful relationship with target student/s
 - where appropriate, offer support to other students in the same class as the target student/s
 - monitor pupils' responses to learning and accurately record achievement and progress as directed
- Withdraw identified students from some classes and work with them on either a one to one basis or in a small groups to support their learning and to develop literacy, numeracy and social skills
- Assist students' language development with appropriate support for reading, writing, speaking, asking and listening
- Work with students in small groups to develop language skills and literacy levels outside the classroom environment
- Facilitate small group work in the classroom, and in particular creating time for the subject teachers to work with students who have SEN
- Support individual students through assessments, tests and examinations, in line with the school's procedures and as agreed with examining bodies
- Use specialist (curriculum/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Pupil Passports (IEPs)
- Establish productive working relationships with pupils, acting as a role model and setting high expectations

- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievements of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for teachers

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin, support e.g. administer course work, produce worksheets for agreed activities etc.

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS2, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the schools.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Lunchtime Arrangements

- Supervising a group of children to and from the dining hall
- Organising, supervising and participating in lunchtime activities, thus supporting the Behaviour Improvement and Healthy Schools Initiatives within the school
- Informing the Head teacher/School Business Manager of any accidents during the lunch break so that appropriate medical action can be taken.
- Undertake First Aid duties on a rota basis in line with the training received

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the CAT will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Safeguarding

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

General

- Actively contribute to and promote the overall ethos and values of the 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, school 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 Headteacher or leadership team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT and the school, and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the school/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 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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Qualified Level 3 Teaching Assistant minimum | E |
| First Aid | D |
| To have participated in relevant continuing professional development | D |
| Experience | |
| To have experiences of primary teaching assistant in mainstream or special education | D |
| Skills for understanding Individual Learning Plans and other key documents for pupils with SEND | D |
| Skills and Aptitudes | |
| Excellent interpersonal skills with the ability to build effective relationships with key stakeholders | E |
| Sound organisational skills with the ability to plan and work to deadlines | E |
| Resilient with the ability to adapt to changing conditions and generate effective solutions to new situations and problems as they arise | E |
| Ability to analyse, monitor and present data and identify key trends that support effective actions | E |
| Demonstrates high levels of integrity and a commitment to effort, endeavour and a focus on standards | E |
| Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and priorities of Emmaus CAT | E |
| Ability to produce good quality written documentation | E |
| Competent IT skills | E |
| Ability to maintain confidentiality in sensitive situations, know when to share information and to accept responsibility for decision making | 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 |
| Willingness to Undertake Further Training | E |



EMMAUS
CATHOLIC ACADEMY TRUST

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CSEL/CEO - Daniel Copley

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Applications need to be made using the CES application form, available from the St Stephen's RC Primary School's website: <https://www.stsrcp.school/>

Closing date: Friday 12th December 2025 12.00pm

We will be shortlisting on: Friday 12th December 2025

Interviews will take place: Tuesday 16th December 2025

Please return completed CES application forms and supporting documents to admin@stsrcp.co.uk

0161 370 2071

