



Application Pack

Performance and Data Manager

Welcome from Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of Performance and Data Manager 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 Performance and Data Manager 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.

Working with the Central Team we are very much looking forward to recruiting an innovative Data and Performance Manager. The successfully appointed candidate will join our Central Team, co-ordinating all aspects of data analysis and evaluation, supporting the management and maintenance of accurate data entry.

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





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

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.

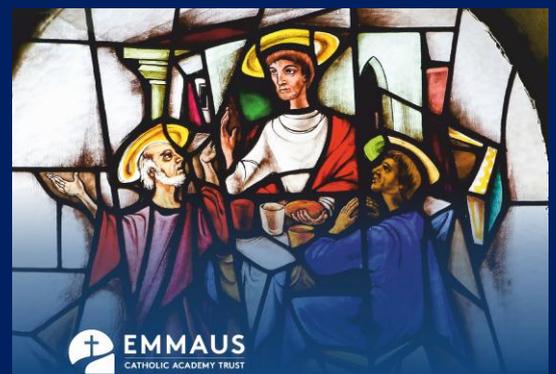
The Emmaus Catholic Academy Trust Prayer

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–2024/2025

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 9,788 children, and employs approximately 1,296 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
- 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

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

- St Thomas More RC College – 778
- 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



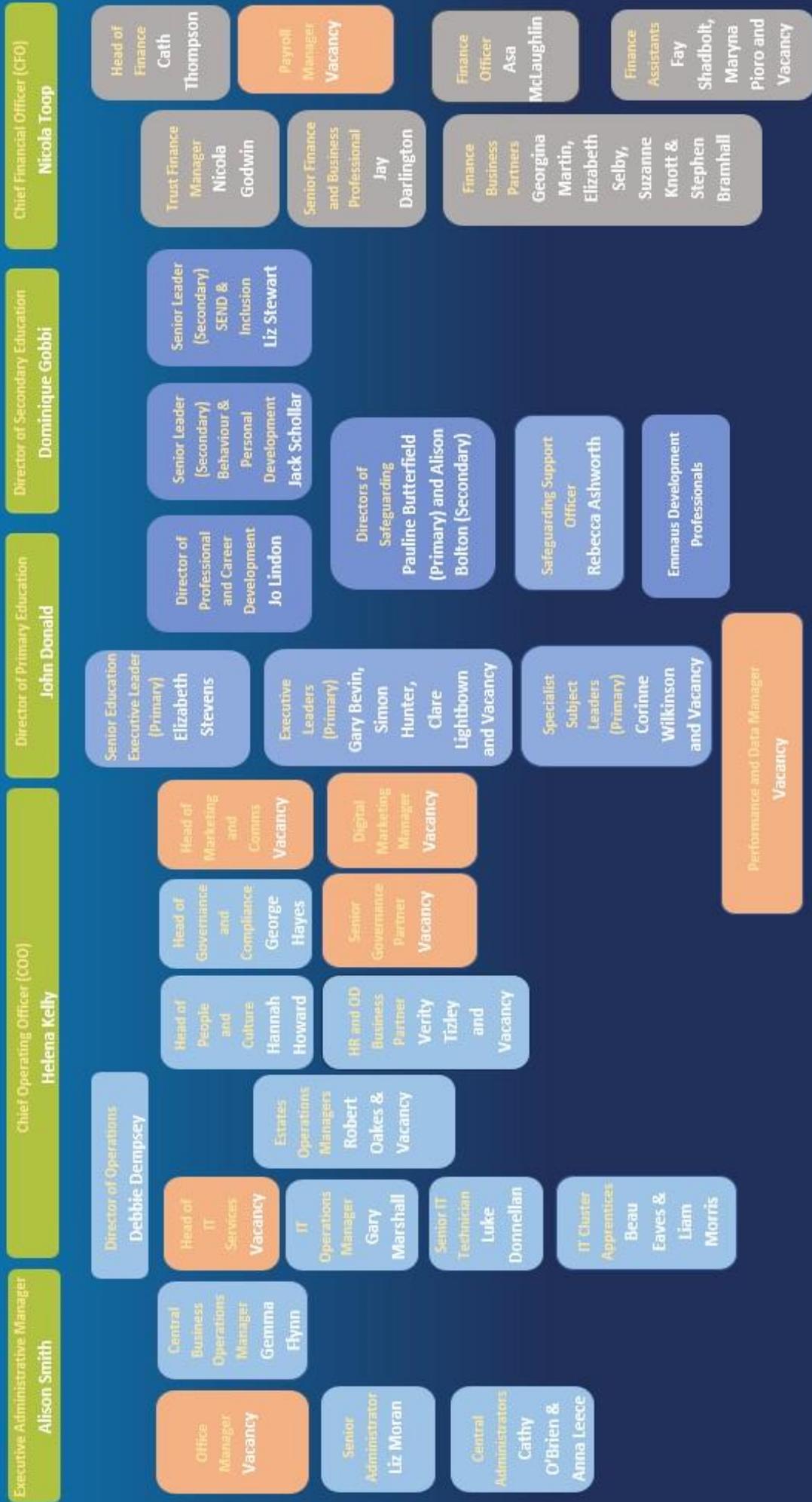
6) Our roles and responsibilities. The Emmaus CAT central team



TRUST CENTRAL 2025 STRUCTURE



Catholic Senior Executive Leader (CSEL/CEO)
Daniel Copley



Performance and Data Manager

Salary: NJC Grade 9, SCP 36 – 40 FTE £45,718 - £49,764 per annum



Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils. We are seeking to expand our central team and appoint a Performance and Data Manager to support our central team and schools across the CAT.

This post would be suitable for an individual with extensive experience of supporting and advising Academy Trusts, someone who keeps abreast of developing technologies and tools to support performance and data analysis, who is able to collaborate with key staff to incorporate new ideas into the Trust's future plans.

We are seeking a forward thinking, dynamic data professional able to develop and manage the strategic development, maintenance and delivery of the performance analysis and evaluation of a rapidly growing catholic academy trust.

This is a high-profile new role for an inspirational individual. With a flexible and calm approach, you will share best practice across our schools, draw on the talents of staff and build on our many strengths.

As the successful candidate you will be a humble and credible, outstanding and highly motivated leader who will be a key member of the Trust's central team

This role will involve occasionally working at schools within the CAT.

Contract/Hours of work: Full-time, 35hrs per week (to be worked flexibly as agreed and in line with school needs).

Permanent, All Year Round

Salary: NJC Grade 9, SCP 36 – 40 £45,718 - £49,764

Location:

Based at the CATs Central Offices in Sale, including the expectation to work from schools from time to time.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:

The Performance and Data Manager will work under the direction of the Director of Operation.

Key contacts:

CSEL, COO, CFO, Director of Operations, Central Team, Headteachers, Emmaus CAT School Business Managers, Trustees, and any other relevant key personnel.

Responsibilities

Working alongside the CSEL/CEO, COO and Director of Operations to design, implement and secure the highest quality Data services across the CAT

Please contact Liz Moran, Senior Administrator via email; liz.moran@emmauscat.com for further details and application form.

Closing date for applications: Friday 6th June 2025, 9am.
Interviews will take place on Friday 13th June 2025 at Jackson House, Sale.



Data and Performance Manager

Job Description

The post holder will report directly to the Director of Operations.

Main purpose of the role:

The Data and Performance Manager will co-ordinate all aspects of data analysis and evaluation, supporting the management and maintenance of accurate data entry.

The successful candidate will lead on strategic improvement in data reporting and will prepare and present relevant reports for assessment, integration and investigation by a variety of stakeholders.

The role will support the Education and Executive teams with using data to support the raising of pupil progress and attainment across Emmaus CAT schools.

To work closely with the senior executive leadership team of the Trust and Academies, offering guidance and advice, to manage and enhance data reporting using appropriate software and hardware.

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.

- Maintain accuracy and relevance of all pupil related information including assessment and predicted assessment data.
- Maintain the organisation's data collection systems, always ensuring security and confidentiality.
- Evaluate the integrity of databases and continuously improve data management strategies.
- Collection, organisation, input, presentation and distribution of data relating to pupil attainment and progress including mock exam data, assessment data, reading age data, EAL levels, and Exam results.
- Develop and implement policies and procedures to support effective data handling and management.
- Streamline data collection and analysis procedures to ensure fast access to metrics.
- To assist in the maintenance, development and review of the central team's data use and Management Information Systems, undertaking training where necessary to keep the central systems up to date and to identify effective strategies for improvement.
- To undertake training to develop further, all aspects of the central data management systems, and to assist in the delivery of training of other staff within the central team and schools when appropriate.
- Ensuring that the Assessment, Attendance and Behaviour programmes and databases are up to date, both in terms of pupil data and any other developments in the systems and produce half-termly Assessments, Attendance, Behaviour and Exclusions Reports.
- Creation and production of reports, labels, lists and statistics, as requested by central staff.
- Detailed analysis and presentation of pupil data.
- Completion of termly reports.
- Set up processes for checking data, ensuring that the mechanisms are in place to identify corrupt data and correct in a timely manner.
- Quality assure information received centrally.
- Maintain excellent professional working relationships with school leaders and central teams.
- Participate in agreed professional development activities and the Trust's framework for performance management.

Delivery of project management support

- Support schools across the Trust in the implementation of a new MIS system.
- Responsibility for becoming a 'super user' of the new MIS system to be able to support our schools.
- Effectively plan and prioritise workload to ensure maximum input into the implementation of the MIS system across our schools.
- Lead on the development of procedures in relation to the area of responsibility to ensure that the Trust and its member schools operate within regulatory frameworks.
- Be pro-active in matters relating to systems and practice compliance with GDPR and ISO guidelines.
- Ensure licensing requirements are met and accurate records maintained.
- Support the Head of IT and Director of Operations to ensure that the ICT disaster plan is kept up to date to ensure business continuity.
- Ensure the Director of Operations and Executive Team are kept fully up to date on progress of the MIS project milestones.
- Keep project plans up to date and contribute to communications for school regarding milestones and key dates.
- Work closely with the IT and Operations teams to ensure there is a joined-up approach across Trust IT projects.
- Develop strong collaborative working relationships with third party IT support providers and suppliers.
- Act as the main point of contact for performance or data related queries from Emmaus schools.

Development of data analysis and reporting processes

- Work alongside the Directors of Primary and Secondary Education and wider education teams to design and maintain systems for recording attendance, behaviour and assessment.
- Provide comprehensive, clear and accurate reports to the executive team and trust board to inform clear evidence-based decision making.
- Interpret data accurately to draw evidence based conclusions and recommendations.
- Utilise existing data and performance tools to input into the development of reports.
- Work with key central team colleagues to ensure reporting captures the needs and requirements.
- Foster and cultivate a high-performing culture of service excellence and creativity within the team.
- Continuously improve own and wider team's performance through CPD, training, self-assessment and feedback, working collaboratively with each other and contributing good ideas and solutions.

- Liaison and support with regards to staff probationary reviews and performance appraisal target setting and reviews as required.

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
Educated to degree level or equivalent in relevant discipline	E
Project Management experience	D
Skills, knowledge and aptitudes	
Proven high level experience of working with school MIS and associated systems	E
Excellent understanding of data administration and management functions	E
Experience in a previous data management role within the education sector	E
Complete understanding of the importance of GDPR, compliance and legislative guidance	E
Proficient in MS office 365 and associated applications	E
An analytical mindset with problem solving skills	E
Proven track record of working in a dynamic, fast-paced environment and juggling multiple objectives	E
Excellent written and verbal communication skills, with a 'customer service' approach	E
Ability to work as part of a team and using own initiative with a keen eye for detail	E
Understanding of the Catholic Education Service, Diocesan and faith ethos and values	D
Experience	
Experience of successful project management, including planning, organising, and prioritising work	E
Extensive experience of working in a data and performance related role	E

Extensive experience in the development and implementation of strategies, policies and action plans	E
Experience of working in an educational or charity environment	E
Personal Qualities	
Ability to be adaptable and work flexibly across the CAT	E
Demonstrate personal and professional integrity, including modelling values and vision	E
Commitment to promote and support the aims and value partners Emmaus Catholic Academy Trust	E
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness	E
Ability to work under pressure with limited supervision	E
Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders	E
Interest in, and commitment to the CAT as a community	D
Special Requirements	
Satisfactory Enhanced clearance with Disclosure and Barring Service	E
Pre-employment Health Check	E
Willing and able to travel to Academies across the Trust and to flex working hours to attend and support call outs and events that fall outside of normal working hours	E
Willingness to undertake further training if necessary	E
Excellent communication and interpersonal skills when dealing with highly technical and highly complex information to a wide range of stakeholders across organisational boundaries	E
Confident in dealing with and resolving scenarios where people's opinions may conflict	E
Commitment to staff development and commitment to multi-disciplinary team working	E
Sound judgement and decision making involving highly complex facts or situations	E





EMMAUS Catholic Academy Trust

Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

 @EmmausCAT

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#).

Closing date: Friday 6TH June 2025, 9am

We will be shortlisting on Tuesday 10th June 2025 and successful candidates will be informed in due course.

Interviews will take place: Friday 13th June 2025 at Jackson House in Sale.

Please return completed application forms and supporting documents to Liz Moran, Senior Administrator at Emmaus Catholic Academy Trust by email; liz.moran@emmauscat.com

