



Application Pack
EXECUTIVE LEADER (PRIMARY)



EMMAUS
CATHOLIC ACADEMY TRUST



We would like to take this opportunity to thank you for your interest in the advertised role of Executive Leader (Primary) with 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 Executive Leader (Primary) 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 Primary Education Team we are very much looking forward to recruiting an outstanding Executive Leader (Primary). The successfully appointed candidate will join our Central Team, working alongside our Director of Primary Education and Primary Education Team to support our primary headteachers in leading their school communities, ensuring that 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'. 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;

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

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

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

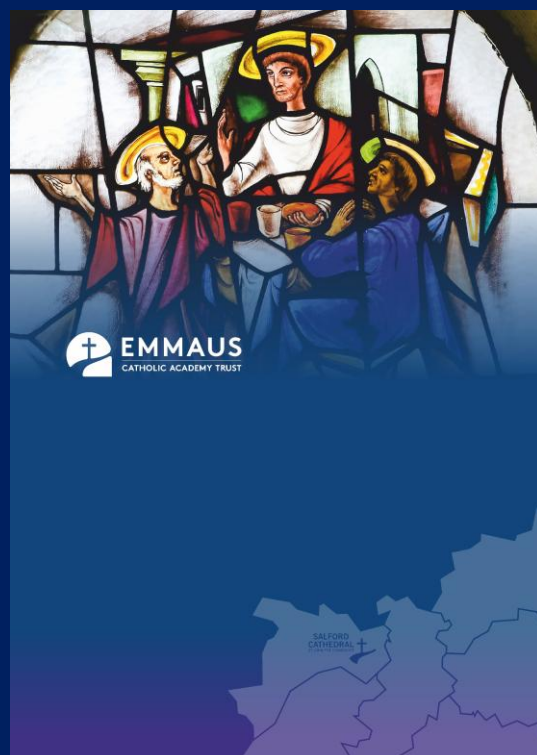
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

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.





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 6,050 children, and employs approximately 850 staff.

- St Antony's RC High – 686
- St Anne's RC High – 607
- St Chad's RC Primary – 230 (including Nursery)
- St Matthew's RC High – 1319
- Mount Carmel RC Primary – 455 (including Nursery)
- 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

- St Thomas More RC College – 778
- St Dunstan's RC Primary School – 329
- St Margaret Mary's RC Primary School – 342
- St Anne's RC Primary School, Tameside – 227
- St Christopher's RC Primary School – 251
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196
- Our Lady of the Rosary RC Primary School – 235
- 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

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

- Saint John Henry Newman RC College - 1502



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



Executive Leader (Primary)

Salary: L26 – L30 £92,052 - £101,553 (STP&C and TPS)



The Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking to expand our central team and appoint another Executive Leader (Primary) to support our Primary School leadership teams.

As the successful candidate you will be an outstanding and highly motivated leader who will be a key member of the CAT's Leadership Group.

This post would be suitable for practising Catholics, serving Headteachers, Executive Headteachers or School Improvement Consultants. This role would also be an exciting opportunity for an aspiring or existing Local/National Leader in Education. The successful post holder will work closely with the Catholic Senior Executive Leader (CSEL/CEO), Director of Primary Education, Directors, other Executive Leaders and school leaders.

Their role will be to support strategic leadership and hold accountability for implementing the strategy, development, improvement, performance and quality across our primary schools.

This is a high-profile 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. The post holder will have a track record of addressing performance, driving change and raising the standards and aspirations of all members of a school community. They will need the humility, credibility and integrity to deliver in challenging circumstances and the ability to communicate a vision that inspires, motivates and enthuses staff, pupils and the community as a whole. Previous experience of managing change and working collaboratively to deliver school improvement will be advantageous.

Please contact Liz Moran, Senior Administrator via email; liz.moran@emmauscat.com for further details and application form or to arrange an informal conversation with our Director of Primary Education

Contract/Hours of work: Full-time

Permanent

Salary: L26 – L30 £92,052 - £101,553 (STP&C and TPS)

Location:

This role will involve a mix of office-based working with deployment at one, or more of the schools across the CAT.

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 Executive Leader (Primary) will work alongside the other Executive Leaders (Primary), under the direction of our Director of Primary Education.

Key contacts:

CSEL/CEO, Director of Primary Education, Executive Leaders, the Central Team, Primary Headteachers, Directors, Professional advisors including Diocesan Department for Education, Auditors, DFE, Ofsted, Regions Group, Local Authorities and any other relevant key personnel.

Responsibilities

Working alongside the CSEL/CEO, CFO, COO and Director of Primary Education to support our Primary leadership teams.

Closing date for applications: Tuesday 25th March 2025, 9am

Interviews will take place on Wednesday 2nd April 2025 at Jackson House, Sale



Executive Leader (Primary)

Job Description

The post holder will report directly to the Director of Primary Education.

Main Purpose of the role:

To provide executive leadership adding capacity for the implementation of the strategy, oversight, development, improvement, performance and quality and evaluation for the CAT primary provision in order to:

- To ensure all schools receive appropriate support that is strategically planned, quality assured, impact driven, and fit for purpose for each organisation
- To ensure all schools engage in the high quality, research led CPDF that enables staff to know what Catholic excellence looks like in all aspects of school life
- To support a cycle of continuous collaboration across schools at all levels of leadership that is quality assured, impact led and fit for purpose for each organisation
- To support the CAT to ensure staff are attracted to work for Emmaus CAT, through a cycle of continuous learning, high quality appraisal and a mission led approach to all work
- Deliver inspirational executive leadership that enables leaders to develop a high-quality primary education
- Support improvement to excellence across all CAT primary schools so that they all are achieving in the top quartile of performance
- Promote the highest possible standards of care, aspiration and success for our pupils, whilst seeking to ensure each school has a positive impact on the communities and parishes that they serve
- Working with the Director of Primary Education to support and secure the long-term success of CAT primary schools by championing high quality professional development and opportunities, including maximising potential through the skills and resources available across the CAT
- Build and develop leadership capacity in each primary school and across the CAT
- To support primary headteachers and other relevant staff, promoting excellence in recruitment, training and performance

- The postholder will be accountable to the Director of Primary Education.

Key Responsibilities:

Education/School Improvement

- Working with the Director of Primary Education and the CAT to implement the strategic vision for primary education
- Work with the Director of Primary Education, CAT Central Team, Directors, Primary Headteachers, Local Governing Bodies and staff to deliver the CAT's aims and objectives through inspirational and motivational leadership, clear direction, ambitious and measurable targets and supporting development plans
- Work under the direction of the Director of Primary Education to provide executive leadership and capacity across the primary phase
- If required, to become the named 'Executive Headteacher' and responsible officer in a primary school
- Work in close partnership with the Director of Primary Education and the CAT central team to develop a relationship based on openness, transparency and integrity
- Working under the Director of Primary Education, ensure that Directors have access to all relevant data, information and options to support their decision making
- Act in compliance with the Trust Board's scheme of delegation
- Ensure that all tiers of governance, defined in the CAT's scheme of delegation, are appropriately supported to provide effective governance of the CAT's educational performance, including empowering local governing bodies to provide leverage for improvement
- Ensure that the implementation of systems and reporting structure are in place so that the Trust Board is able to effectively, appropriately and proportionately govern the strategic and operational educational risks of the CAT

- Work with leaders at all levels to challenge, motivate and empower them to attain ambitious outcomes that maximise the educational, personal development and formation of pupils and meet the demands of the wider communities served
- Advise and support the Director of Primary Education on developing and implementing the CAT's strategy for school improvement
- Support the delivery of excellent teaching and learning throughout all primary schools within the CAT through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement
- Inspire leaders to achieve remarkable education by delivering the executive education functions of the CAT and the education performance of the CAT. Specifically, supporting the thinking and impact of primary headteachers.
- Provide inspirational and strong executive leadership to ensure that primary schools continue to deliver the highest standard of curriculum development and teaching and learning pedagogy across the CAT
- Work with leaders to implement exemplary standards of pupil behaviour, first class pastoral care and extensive personal and spiritual development programme is evident across our primary schools
- Ensure that the CAT's activities remain consistent with the Catholic objectives of the CAT and support the Director of Primary Education to ensure local governance is compliant with the spirit and letter of the CAT's articles of association and charity and company law more generally
- Work under the direction of and in partnership with the Director of Primary Education to provide an outward face of the CAT and to be responsible for promoting an eternal world view of the CAT that reflects its objectives, its Catholic values and secures its positive reputation
- Remain abreast of educational developments impacting on Emmaus CAT and its schools, both locally and nationally, and ensure senior leaders are well briefed and operate with a flexible environment that is responsible to change
- Work closely with the Director of Primary Education, to ensure the responsible and sustainable management of financial and capital resources of the CAT
- Operate within the financial limits that have been approved, act in a financially responsible manner and consistently with the principles of good public financial management and charity financial management
- Contribute to the CAT's quality assurance framework assessment of the effectiveness of the CAT's education functions and its use to inform priorities for development planning
- To work with primary headteachers to ensure that primary schools are improving and are at least 'good' or better in their next Ofsted inspection and that we are well prepared for regular external review



- To ensure leaders respond swiftly to recommended actions that arise from reviews
- Ensure that education performance data informs priorities
- Alongside the CEO/CSEL, ensure that systems confirm that each school's performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each school's educational strengths and weaknesses
- Support, build and develop leadership capacity in all schools across the CAT
- Lead, motivate and develop headteachers to promote a culture of shared learning and a practice which creates a positive educational climate through the distribution of leadership (teams and individuals) in each of the primary schools across the CAT
- Put in place effective communication mechanisms to ensure all headteachers across each school understands how to implement the strategic vision and operational plans
- Work with headteachers to translate the strategic vision into agreed objectives and operational plans for each primary school

Safeguarding

- Be a contact for all headteachers and designated safeguarding leads for advice if they are concerned about a child protection or safeguarding issue (this may occasionally require being available outside of the normal school day when required)
- Draw attention to best practice in the CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Disseminate national and local safeguarding updates and information to headteachers and central CAT staff as needed
- Ensure that all schools comply with safer recruitment procedures and induction includes a specific focus on safeguarding; ensure that the Single Central Records are comprehensive and maintained by schools to current standards
- The CAT is committed to safeguarding and promoting the welfare of children 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 school's safeguarding policies. The postholder is required to obtain a satisfactory enhanced disclosure and Barring Service (DBS) Certificate.

Equality, diversity and inclusion

- Ensure that primary schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience
- Ensure the equality, diversity and inclusion policies and procedures including those relating to SEND are robust, effective and applied across all settings
- Look outward to other educational settings in seeking to ensure best practice is maintained in all 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 and engagement with the broader community

General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT
- Participate in training and other learning activities and performance management as required
- 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 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 the CAT are promoted and upheld at all times
- Undertake any other reasonable tasks and responsibilities directed by the Trust Board or Director of Primary Education which fall within the scope of the post.

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.

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
Qualified Teacher Status	E
Educated to degree level, with evidence of continuing professional development	E
NPQH or other qualification	D
Relevant postgraduate qualification	D
Further relevant professional studies	D
Experience	
Successful career experience, a proven track record working in Education as a Headteacher/Executive leader and knowledge of outstanding primary school practice	E
Strong track record of performance managing senior professional staff, driving morale, raising standards and promoting a team ethos, ideally with regards to a multi-site organisation	E
Proven success in building effective partnerships and links including with central government, schools and local authorities to maximise networks and opportunities	D
Successful experience of promoting inclusion, equality and diversity	D
Ability to create and maintain an environment which promotes good behaviour, discipline and a culture of celebrating success	E
Ability to effectively present complex written and verbal information to a variety of audiences	E
Understanding the factors which create barriers to learning and the ability to implement appropriate strategies that address this, whilst reducing inequalities and promoting social inclusion	E
Experience of leading outstanding primary school practice	E
Experience of reviewing, developing and implementing curriculum strategy	E
An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agendas (Ofsted and Catholic Schools Inspection Framework)	E
Knowledge of key strategies for raising pupils' achievement and advancing effective teaching and learning, set within the communities served by the Emmaus Catholic Academy Trust (CAT)	E

Experience of working in a school environment with large financial responsibilities, along with successful experience of a range of income generation activities	E
Understanding the principles of effective teaching and learning and the ability to promote a culture of learning throughout the Emmaus CAT	E
Understanding the principles of designing an engaging and ambitious curriculum	E
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements	E
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children	E
Project management techniques including budget and resource management	D
Monitoring and evaluating school improvement and target setting including the ability to accurately analyse a range of data	E
Skills and Aptitudes	
An authentic, inspirational Catholic leader with humility	D
A strategic thinker who can work with the schools, CAT leaders and the Emmaus CAT Central Team	E
Committed to the ethical servant leadership	E
Well-developed presentation, I.T. and written skills and comfortable with public speaking	E
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for Emmaus CAT	E
Capitalise on appropriate sources of external support and expertise	E
Ability to manage employee relations	E
Negotiate and manage conflict, providing appropriate support	E
Deployment of staff and resources	
Ability to set, interpret, monitor and manager budgets	D
Ability to manage, monitor and review the use of all available resources, ensuring best value through Curriculum Led Financial Planning	D
Experience managing HR processes to bring about appropriate outcomes	E
Experience of recruiting, selecting, developing and deploying staff	E
Other	
Ability to uphold the vision and values of Emmaus CAT	E
Practising Catholic	D
Involvement in a parish community	D

HOW TO APPLY



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](https://www.instagram.com/EmmausCAT)

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

Closing date: Tuesday 25th March 2025, 9am

We will be shortlisting on Thursday 27th March 2025 and successful candidates will be informed in due course.

Interviews will take place: Wednesday 2nd April 2025

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

