Application Pack

TEACHING ASSISTANT (Level 2)

EMMAUS
CATHOLIC ACADEMY TRUST

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DIOCESE OF SALFORD

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 a Teaching Assistant at Mount Carmel 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 Teaching Assistant's 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 Mount Carmel RC Primary School are very much looking forward to recruiting a highly effective Teaching Assistant. The successfully appointed candidate will join the Mount Carmel 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.

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO

EMMAUS Catholic Academy Trust
Jackson House, Sibson Road, Sale, M33 7RR
0161 470 4115
enquiries@emmauscat.com
www.emmauscat.com
@EmmausCAT
Company No. 12206105

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

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

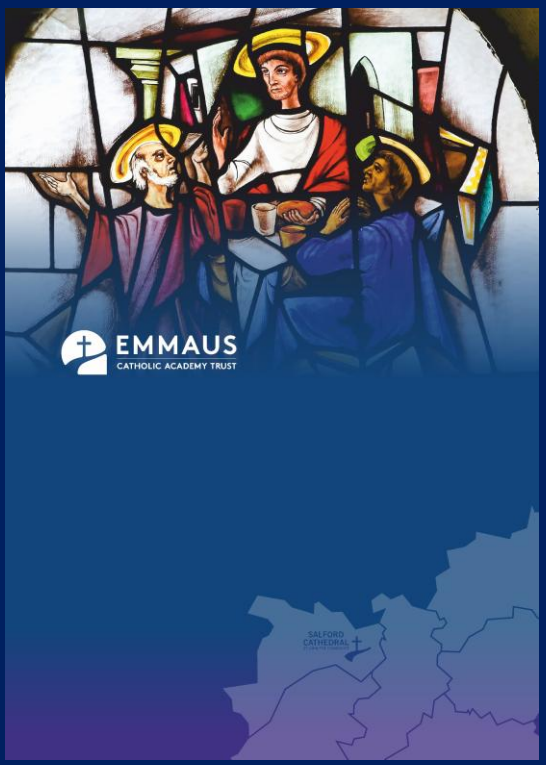
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

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.



Mount Carmel RC Primary School

Junior Dept - Wilson Road
Blackley
Manchester, M9 8BG
Tel: 0161 740 4696

Infant Dept – Hunt Street
Blackley
Manchester, M9 8BL
Tel: 0161 205 7131

Mount Carmel RC Primary School is a split-site Primary School. Our mission is to provide the very best Catholic Education for the families of our community. Truth, Love and Life to the Full is the mission of Mount Carmel and is at the centre of our ambitious curriculum for all. Our curriculum is designed with the formation and reverence of each child at it's centre so they can live lives to the full and reach their full potential. Our school prides itself in the quality of the loving and caring relationships we have with each other.

We try to encourage, at all times, an active partnership with parents, children, governors and parish to help ensure the best possible education for each of our children.

The Local Governing Board would like to appoint a highly motivated, enthusiastic and talented teaching assistants to join our team throughout school. We will look to appoint the right people in the right year group so please make any specific strengths and interests clear in your application.

At Mount Carmel, you will find:

- Well behaved and motivated pupils who are eager to learn;
- The support of a happy, hardworking, staff team;
- The opportunity to excel in your practice and to develop others;
- Excellent opportunities to enhance your career; this would be a great opportunity for anyone who is looking to gain experience before entering a career in teaching;
- Supportive and dedicated parents;
- The chance to make a positive difference.

TEACHING ASSISTANT L2

Salary: £26,427 (Pro-Rata Actual Salary x 39 weeks £23,137)

The Emmaus Catholic Academy Trust and local governing body of Mount Carmel 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 Teaching Assistant to join our friendly team.

Could this be you?

If so you, you will:

- Work hard to develop children's potential and move them on in their learning;
- Work with children on a one to one basis as part of our SEND Team, under the supervision of the class teacher implementing actions in Learning Support Plans and ensuring EHCP outcomes are achieved;
- Supervise and provide support to ensure the safety of pupils and enable them to access all areas of the curriculum;
- Attend to the personal needs of SEND children, including pastoral, social, health, physical hygiene and welfare;
- Establish good relationships with pupils, parents and staff;
- Promote inclusion and acceptance of all pupils;
- Encourage pupils to act independently where appropriate;
- Be a team player with the ability to further develop our strong Catholic ethos.

Contract/Hours of work: Permanent - 35 hours per week, Term Time Only (39 weeks)

Salary: £26,427 (Pro-Rata Actual Salary x 39 weeks £23,137)

Location: Mount Carmel RC Primary School

Responsibilities: See Job Description

Please contact finance@mountcarmelrcps.co.uk for further details

Closing date for applications: Monday 9th November 2026
Interviews will take place: Monday 16th November 2026

TEACHING ASSISTANT

Job Description

The post holder will report directly to

Main purpose of the role:

We are looking to appoint an excellent, enthusiastic, creative and motivated TA2. The successful applicant will have a keen interest in predominantly working with pupils across the school, mainly on a one-to-one basis in a classroom setting but sometimes in a group, during lunchtime and break times to model appropriate behaviour and encourage participation. The role will also involve personal care and manual handling. You will need to be wholly committed to becoming an integral member of our staff team and will:

• Have high expectations and a strong commitment to raising standards for all pupils

• Will make learning exciting, memorable and bespoke for the pupil in collaboration with the class teacher

• Undertake personal care Under the direction of the teacher, to support effective teaching and learning by working with individuals or small groups of pupils.

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.

- Deliver classroom support for pupils planned with and supervised by teachers to promote independent learning.
- Work with teachers and teams to differentiate teaching resources, materials and delivery
- Participate in planning, evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teaching in monitoring, assessing and recording pupil progress/activities.
- Assist in the creation, development and review of individual pupil development plans (such as Education and Health Care Plans (ECHP).

Additional responsibilities.

- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.
- Liaise with appropriate external agencies and parents and carers as required.
- Understand and support independent learning and inclusion of all pupils as required.
- Invigilate exams and/or assessments as required.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Support pupil's in developing and implementing their own personal and social development
- Assist pupils with eating dressing and hygiene as required, whilst encouraging independence participate in staff, team and planning meetings.
- Monitor and manage stock and supplies for the classroom.
- Subject to receiving appropriate training, to contribute to the School's First Aid provision.

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.

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
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	E
NVQ/VRQ Level 2 Teaching Assistant Qualification or equivalent.	D
Paediatric First Aid certificate (where appropriate).	D
Experience	
Experience working as a Teaching Assistant at NVQ Level 2 in a school.	D
Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation.	E
Demonstrate sound knowledge and understanding of: • Every Child Matters, especially the common core knowledge and skills for working with children and young people • Effective child protection and safeguarding practice and procedures, • SEND Code of Practice	E
Skills and Aptitudes	
Interpersonal skills to build and maintain effective relationships with all pupils and colleagues.	E
To promote a positive ethos and good role model.	E
Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these.	E
To continually improve own practice/knowledge through self-evaluation and learning from others.	E
Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation (define specific needs) and the responsibilities of the role within these for promoting pupils' welfare.	E
Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	E
Understanding of the principles of child development and learning processes.	E

Understanding of equal opportunities and inclusion and how it applies in a school setting.	E
Special Requirements	
To work flexibly as the workload demands.	E
Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check	E
Willingness to undergo minor first aid training	E
To contribute to the Catholic ethos of the school.	E

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

Applications need to be made using the CES application form, available from: Mount Carmel RC Primary School: Teaching Assistant

Closing date: Monday 9th November 2026

Interviews will take place: Monday 16th November 2026

Please return completed application forms and supporting documents to Vicky Parry – Business Manager - finance@mountcarmelrcps.co.uk

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