

Application Pack

Pastoral & Attendance Manager

EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF SALFORD








We would like to take this opportunity to thank you for your interest in the advertised role of Pastoral and Attendance Manager, at St Mary's RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Pastoral and Attendance Manager will contribute significantly to the strategic direction of our school and 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 LGB, leadership team and community of St Mary's RC Primary School are very much looking forward to recruiting an innovative Pastoral and Attendance Manager. The successfully appointed candidate will join St Mary'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
Jackson House, Sibson Road, Sale, M33 7RR
0161 470 5114
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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

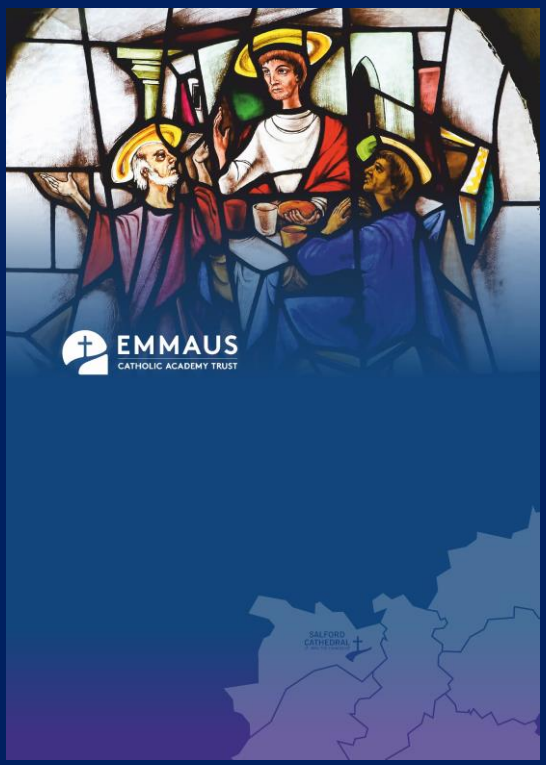
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

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.





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–
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 currently educates approximately 13,350 children, and employs approximately 2,025 staff.

- Corpus Christi RC Primary School – 349
- English Martyrs' RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Saint Joseph's RC Primary School, Shaw – 227
- Our Lady of the Rosary RC Primary School – 237
- SS Aidan and Oswald RC Primary School - 363
- St Antony's RC School – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Audenshaw – 236
- St Anne's RC Primary School, Oldham – 232
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School – 251
- St Cuthbert's RC Primary School – 227
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 244
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John's RC Primary School – 395
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Stockport – 503
- St Kentigern's RC Primary School – 454
- St Malachy's RC Primary School – 233
- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School, Stockport – 114
- St Mary's RC Primary School, Failsworth – 458
- St Mary's RC Primary School, Levenshulme – 371
- St Matthew's RC High School – 1333
- St Monica's RC Primary School – 334
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Theresa's RC Primary School – 212
- St Winifred's RC Primary School – 401
- St Joseph's RC Primary School, Mossley – 167

With the schools below joining 26/27, Emmaus CAT will educate approximately 15,500 children and employ approximately 2,350 staff.

- St Richard's RC Primary School – 468
- St Willibrord's RC Primary School – 246
- Sacred Heart RC Primary School – 335
- Christ the King RC Primary School – 402
- St Catherine's RC Primary School – 438
- St Joseph's RC Primary School, Manchester -228







Pastoral & Attendance Manager

Salary: Grade 6: £33,143 -£36,363 or **Grade 7:** £37,280-£40,777

(dependent on applicant skills)



Pastoral & Attendance Manager

The Directors of Emmaus CAT Trust Board, Local Governing Body and the Senior Leadership Team of St Mary's RC Primary School wish to appoint a talented individual who is an exceptional leader, to enable all pupils to engage in education by providing leadership and support around pupil welfare, behavioural and attendance issues.

Can you make a difference every day? Are you passionate about supporting children and helping them thrive? We are looking for a caring, resilient and approachable Pastoral and Attendance Manager to join our friendly primary school. In this rewarding role, you will work closely with pupils, families and staff to promote wellbeing, attendance, positive behaviour and safeguarding. You will be a trusted adult for children, helping them overcome barriers to learning and achieve their full potential.

We are looking for someone who: Builds positive relationships with children and families. Has experience supporting children's wellbeing, attendance and behaviour. Is empathetic, organised and solution-focused. Shares our commitment to safeguarding and inclusion

Start Date: Monday 1st February 2027 (or soon after)

Contract/Hours of work: Full Time Term Time plus 5 days

Salary: Grade 6: £33,143 -£36,363 or **Grade 7:** £37,280-£40,777 (dependent on applicant skills)

School Details: St Mary's RC Primary School, Clare Road, Levenshulme, Manchester, M19 2QW
0161 224 5995 admin@stmaryslevenshulme.org.uk

Contact: Sharon Duffy (School Business Manager) on s.duffy@stmaryslevenshulme.org.uk

Reporting to: Co-Headteachers and Assistant Headteachers

Visits to St Mary's RC Primary School are encouraged and recommended. Please arrange a mutually convenient date and time to visit via: s.duffy@stmaryslevenshulme.org.uk

Closing date: Monday 30th: November 2026, at 12pm.

Interviews: W/B Monday 7th December 2026
Please return completed application forms and supporting documents to: **Sharon Duffy, School Business Manager, s.duffy@stmaryslevenshulme.org.uk**



PASTORAL & ATTENDANCE MANAGER

Job Description

The post holder will report directly to the Co-Headteachers and the Assistant Headteachers.

Main purpose of the role: To enable all pupils to engage in education by providing leadership and support regarding pupil welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place. You will analyse attendance data to identify trends and work in partnership with families and external agencies to implement supportive interventions. You will champion a culture of attendance as safeguarding, ensuring that persistent or severe absence is met with an integrated support plan that prioritizes the welfare and academic success of the child. Be a key figure in the Safeguarding Team including being a Deputy Designated Safeguarding Lead.

Key responsibilities:

The following are typical of duties the post holder will perform. However, it is not necessarily exhaustive list and other duties of a similar level and nature may be required from time to time.

Working with pupils

- Identify strategies to help overcome individual pupils' barriers to learning. Leading and delivering Pastoral Interventions.
- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions.
- Coordinate the development of pupils' individual support plans and review ongoing progress towards set goals.
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning.
- Promote high standards of behaviour and consistently implement the school's behaviour policy.
- Attendance Management - monitor daily attendance, complete home visits, analyse attendance data, submit fines to the LA, devise attendance strategies/initiatives.
- Manage pupil IHP's (Individual Healthcare Plans) and Medicine for pupils.
- Identify pupils that need additional support to improve their attendance. In particular support for EBSA pupils.

Working with staff

- Working as part of the Senior Leadership team.
- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff.
- Work with the attendance officer at the local authority to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions.
- Work with the SENCO to identify pupils in need of additional support and to develop individual support plans.
- Work with senior leaders to develop whole-school pastoral care policies and action plans.
- Use attendance data to identify pupils who meet the threshold for Early Help intervention and initiate the referral process
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Track attendance of vulnerable groups of pupils, including pupils with SEND, those eligible for pupil premium, and children in need, and share information with school leaders

Working with parents/carers and external agencies

- Lead Early Help Assessments and Referrals.
- Attend all Early Help Meetings, and other safeguarding meetings as required.
- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary.
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child.
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance.
- Represent the school at multi-agency forums, providing insight into attendance patterns and working with partners to improve pupil outcomes
- Build positive relations with parents/carers to encourage family involvement in their child's attendance

- Identify and, where possible, mitigate potential barriers to attendance in partnership with families
- Work in partnership with families to transition them from school-based support to statutory early help services where barriers to attendance are complex
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- Build positive relations with parents/carers to encourage family involvement in their child's progress.
- Communicate with parents/carers about specific support in place for their child.
- Assist parents/carers with any information they need to support their child.
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs.
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

Administration

- Maintain accurate records of interventions and relevant meetings.
- Facilitate the transfer of relevant pupil information inside and outside the school.
- Make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils.
- Complete relevant paperwork required by external agencies.
- Enter and record all relevant information on the school data system.
- Make sure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures – for example, letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents/carers

Other areas of responsibility

- DDSL – Safeguarding.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

First Aid

- Lunchtime support.
- In class support when needed.
- If appropriate, cover classes when needed.





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 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 a minimum of Grade 4 GCSE in English and Mathematics	E
Industry relevant further education qualification (Level 3/A'Level/City and Guilds/BTec/NVQ)	D
Higher Education qualification EG Level 4 – Level 6	D
Record of Continuous Professional Development	E
Experience	
Experience of working in a pastoral care, attendance and/or safeguarding role	E
Experience of using systems to collate, monitor and track performance and attendance	D
Experience of working in the education sector, particularly schools	D
Previous Leadership Experience	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**





HOW TO APPLY

EMMAUS
CATHOLIC ACADEMY TRUST

SCHOOL DETAILS

St Mary's RC Primary School
Clare Road
Levenshulme
Manchester
M19 2QW

0161 224 5995

s.duffy@stmaryslevenshulme.org.uk

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Applications need to be made using the CES application form, available from the Emmaus CAT website or St Mary's RC Primary School's website:

https://www.stmaryslevenshulme.org.uk/vacancies
https://emmauscat.com/vacancies/

Please return completed application forms and supporting documents to: **Sharon Duffy, School Business Manager, s.duffy@stmaryslevenshulme.org.uk**

We encourage all interested candidates to visit our school before applying.

Closing date: Monday 30th November 2026, at 12pm.

We will be shortlisting on Monday 30th November 2026 and successful candidates will be informed in due course.

Interviews will take place: W/B Monday 7th December 2026

Start date: Monday 1st February 2027 (or soon after)

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