



Application Pack

SAFEGUARDING SUPPORT OFFICER

Welcome from the 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 a Safeguarding Support Officer 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 Safeguarding Support Officer 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 and Emmaus CAT headteachers and DSLs we are very much looking forward to recruiting an outstanding Safeguarding Support Officer. The successfully appointed candidate will join our Central Team, working with and supporting our headteachers in leading their school communities, 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'. 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 effective use of resources, enabling the Emmaus CAT school communities to serve society.

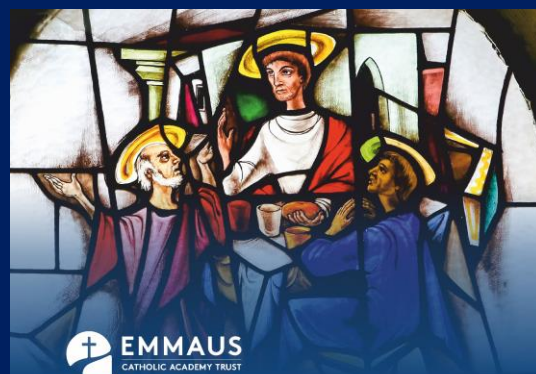
The Emmaus Catholic Academy Trust Prayer

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 values 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 Agency

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

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

Curriculum Knowledge and Academic Rigour

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

Emmaus Talent is Key

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



5) What is most important, right now?

Strategic Priorities–2025/2026

Strategic Focus Area 1:

Mission

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

Strategic Focus Area 2:

Quality of Education

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

Strategic Focus Area 3:

Academy Improvement

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

Emmaus CAT currently educates approximately 10,158 children, and employs approximately 1,180 staff.

- 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
- Our Lady of the Rosary RC Primary School – 235
- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Anne's RC Primary School, Stockport – 227
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 238
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Kentigern's RC Primary School – 454

- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1052
- St Patrick's RC Primary School, Manchester – 196
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401

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

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- 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
- St Matthew's RC High School – 1319
- St Joseph's RC Primary School – 503



Safeguarding Support Officer

Salary: NJC Grade 9 SCP 36 – 40

FTE £47,181 to £51,356

(actual pro rata salary approx. £42,348 - £46,096 for TTO +10)



The 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 Safeguarding Support Officer to support our Directors of Safeguarding with the strategic delivery of safeguarding systems across the schools within our CAT.

Are you a social worker looking for your next challenge? Would you like to work term-time and fit in with school holidays? If so, we would love to hear from you.

The post would be suitable for an enthusiastic and passionate professional looking to make a positive and lasting difference to children's lives whilst working in schools. You would need to thrive in a working environment where no two days are the same.

The Safeguarding Support Officer will support the Senior Education staff by ensuring that we have a diligent safeguarding culture across the schools within Emmaus CAT, both primary and secondary.

This role will be instrumental in helping to deliver service that will contribute to the best outcomes for children and is an exciting opportunity for a knowledgeable and experienced safeguarding professional seeking a new challenge.

Through working with dedicated colleagues within the Primary and Secondary Education teams, and partner agencies, you will ensure that we are able to provide high levels of support and protection for our children.

Contract/Hours of work: Full time, 35hrs per week
Permanent, TTO (Term Time Only) + 10 days

Salary: NJC Grade 9 SCP 36 – 40

FTE £47,181 to £51,356 (actual pro rata salary approx. £42,348 - £46,096 for TTO +10)

Location:

Based at the CATs Central Offices in Sale with frequent travel to schools across Greater Manchester.

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 Safeguarding Support Officer will work under the direction of the Senior Executive Leader (Primary).

Key contacts:

Directors of Primary and Secondary Education, central Executive and Senior Leaders, Safeguarding and Education Team, Headteachers, Emmaus CAT Central Team, CAT Headteachers and DLs.

Responsibilities

Working alongside the Safeguarding and Education Team, to support our Headteachers, DSLs, Leadership Teams and school staff in the schools across our CAT.



Safeguarding Support Officer

Job Description

The post holder will report directly to the Senior Education staff.

Main purpose of the role:

The Safeguarding Support Officer working alongside the Senior Education staff will help to support the strategic and operational delivery of the Emmaus Catholic Academy Trust's long-term vision for its safeguarding strategy, ensuring that a diligent culture of safeguarding is in place across all our schools.

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.

- To support the Senior Education staff in providing specialist advice and guidance to school leaders with complex case work
- To deliver prepared accredited safeguarding training modules to school staff, governors and other key stakeholders
- To assist the Senior Education staff with comprehensive safeguarding reviews of both primary and secondary schools within a three-year cycle, including supporting schools to implement action plans as an outcome of these
- To assist with annual reviews of progress regarding the above reviews within the three-year cycle
- To support Designated Safeguarding Leads (DSLs) in schools with external agency meetings, where requested by the Senior Education staff
- To support DSLs to carry out 'Lessons Learned' exercises following closure of safeguarding cases, demonstrating a commitment to group learning and feedback
- To assist the Senior Education staff with the management of DSL half termly professional network meetings
- To deliver prepared safeguarding themed workshops during school staff meetings (e.g. trauma informed practice, domestic abuse, contextual safeguarding, chastisement, early years safeguarding, engaging with parents)
- To provide targeted direct work with identified pupils/groups requiring therapeutic interventions to overcome barriers to learning
- To support the Senior Education staff in providing annual *Keeping Children Safe in Education* updates to schools– including presentation materials for staff INSET training
- To provide guidance and support to DSLs with the Child Protection Online Monitoring System (CPOMS) in line with Emmaus CAT Policy and guidance
- To undertake termly monitoring of schools' Single Central Record (SCR)
- Support with the development and embedding of safeguarding policies across our schools to ensure that they are legally compliant
- Support with the development of effective policies
- Support with the evaluation of national guidance relating to safeguarding
- Support with the maintenance of all quality assurance procedures in relation to safeguarding
- Forge and maintain highly effective working relationships with executive and senior leaders, inspiring confidence and trust in your safeguarding knowledge and experience
- Develop and maintain excellent working relationships with external agencies including but not limited to local authorities, the Diocese of Salford, clinical authorities, children's social care, police and legal authorities.
- Model the highest professional standards to staff and students in all aspects of the role.
- Undertake training as required to carry out the role of Safeguarding Support Officer effectively and in line with statutory requirements

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 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
Professional Safeguarding Qualification such as a degree in Social Work, DipSW, or other relevant qualification	D
Record of Continuous Professional Development linked to Safeguarding and Child Protection	E
Willingness to undertake further training	E
Experience	
Minimum of three years' experience as a safeguarding practitioner in social work, paediatric health, residential childcare, education or equivalent	E
Experience of engaging and working with primary age children, including early years and their families, in both individual and group work	E
Experience of involvement in safeguarding evidence-based interventions in schools, especially related to child development	E
Knowledge of child-care legislation; specifically Working Together and Keeping Children Safe in Education (KCSiE) guidance	E
A good working knowledge of the Ofsted inspection Framework, including its focus on the quality of education and safeguarding as it applies to schools and alternative provisions	D
Skills and Aptitudes	
Excellent assessment skills with the ability and confidence to support school leaders to implement focused risk assessment and safety plans for children in schools	E
Excellent communication skills and a high standard of formal report writing	E
Commitment to promote and support the aims and value partners of Emmaus Catholic Academy Trust	E
Interest in, and commitment to the CAT as a community	E
Commitment to staff development and commitment to multi-disciplinary team working	E
Commitment to continued self-development	E
Competent IT skills	D
Ability to coach, develop and support a range of colleagues	D

Be self-motivated and persistent	E
Possess personal resilience and the ability to maintain staff moral during casework	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 and ability to travel to schools across the CAT and attend various key events	E
Full driving licence	E
The ability to work under pressure and manage conflicting demands	E
Practicing Catholic or supportive of the Catholic ethos of the organisation	E



HOW TO APPLY



EMMAUS
CATHOLIC ACADEMY TRUST

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 16th January 2026 at 9am

We will be shortlisting on Tuesday 20th January 2026 and successful candidates will be informed in due course

Interviews will take place: Tuesday 27th January 2026

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager by email recruitment@emmauscat.com