



Application Pack

Senior Governance Partner

## Welcome from Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of Senior Governance Partner 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 Senior Governance Partner will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team we are very much looking forward to recruiting an innovative Senior Governance Partner. The successfully appointed candidate will join our Central Team, leading the delivery of highly effective governance services to support the efficient implementation of our Governance Strategy.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely



**Catherine Anderson**  
Chair of Directors



**Daniel Copley**  
CSEL/CEO







## MISSION

The Diocese provides schools and colleges for the following reasons:

To assist in the mission of making Christ known to all people;

To assist parents, who are the prime educators of their children, in the education and religious formation of their children;

To be of service to the local Church – the Diocese – the Parish and the Christian home;

To be of service to society

## VISION

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

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

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

## STRATEGY

### Strategic Focus 1

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

### Strategic Focus 2

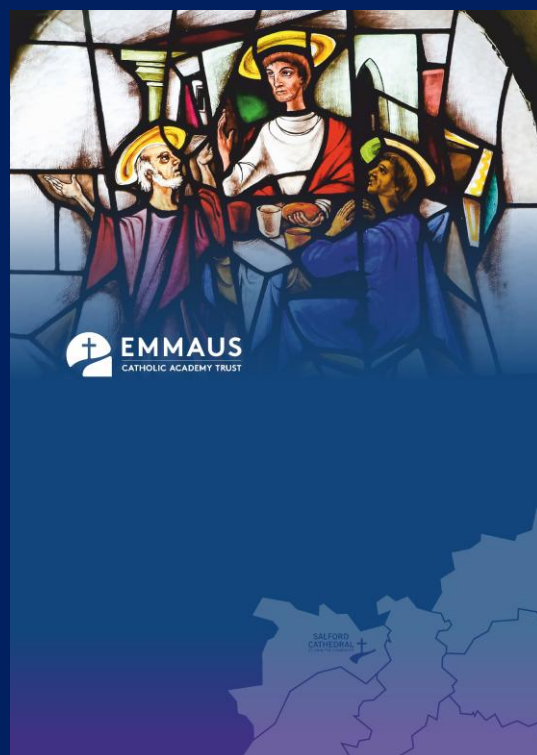
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

### Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

## The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,  
Guide us on the path toward our destination,  
and renew our strength as we continue to walk and  
commune with you.  
Open our eyes, so we see the signs of your presence around  
us;  
open our hearts, so we may receive your peace  
and love; and empower us to pass on to others  
the grace you have shared with us so freely.  
**Amen.**







## 6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

### 1) Why do we exist?

#### Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

### 2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



### 3) What do we do?

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

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

#### Our Vision

**To work collegially as a family of great schools, strong in faith, serving society.**

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.





## 4) How will we succeed?

### Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

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

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

### Curriculum Knowledge and Academic Rigour

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

### Emmaus Talent is Key

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



## 5) What is most important, right now?

### Strategic Priorities–2024/2025

#### Strategic Focus Area 1:

##### Mission

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

#### Strategic Focus Area 2:

##### Quality of Education

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

#### Strategic Focus Area 3:

##### Academy Improvement

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

Emmaus CAT currently educates approximately 9,497 children, and employs approximately 1,296 staff.

- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Chad's RC Primary School – 230
- St Matthew's RC High School – 1319
- Mount Carmel RC Primary School – 455
- Holy Family RC Primary School – 214
- St Kentigern's RC Primary School – 454
- St Edward's RC Primary School – 266
- St Mary's RC Primary School – 114
- St Joseph's RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen's RC Primary School – 410
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Oldham – 213
- Saint John Henry Newman RC College – 1502
- St Anne's RC Primary School – 227
- St Christopher's RC Primary School, Tameside – 251
- Our Lady of the Rosary RC Primary School – 235
- St Dunstan's RC Primary School - 329

- St Margaret Mary's RC Primary School – 342
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196

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

- St Thomas More RC College – 778
- St 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





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





# Senior Governance Partner

Salary: NJC Grade 7, SCP 36 – 40 FTE £36,124 - £39,513 per annum



Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils. We are seeking to expand our central team and appoint a Senior Governance Partner to support our Head of Governance and Compliance with the strategic delivery of governance systems across our CAT.

The post would be suitable for an experienced governance professional looking to join a growing CAT, someone who possess the skills and determination to provide support and guidance, ideally within the education sector.

The Senior Governance Partner will support the Head of Governance and Compliance with ensuring that schools across the CAT have an effective, supportive and responsive governance service.

The role will contribute to the planning, development and organisation of governance systems and oversee governance support provided to school.

The successful candidate will support with the recruitment of Governance Partners and the management of the team, including induction, deployment, training and the facilitation of regular networking opportunities.

This role will involve occasionally working at schools within the CAT, and some home working with the flexibility to attend meetings held later in the day.

**Contract/Hours of work:** Full-time, 35hrs per week (to be worked flexibly as agreed and in line with school needs).  
**Permanent, All Year Round**  
**Salary:** NJC Grade 7, SCP 36 – 40 £36,124 - £39,513

#### **Location:**

Based at the CATs Central Offices in Sale, including the expectation to work from schools from time to time and home working by agreement.

**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 Senior Governance Partner will work under the direction of the Head of Governance and Compliance.

#### **Key contacts:**

Head of Governance and Compliance, Executive Team, Headteachers, Local Governing Bodies, Emmaus CAT Central Team, CAT Headteachers and Business Managers.

#### **Responsibilities**

Working with the Head of Governance and Compliance to lead effective governance services, with the line management of Governance Partners, ensuring delivery of the Emmaus CAT Governance Strategy.

Please contact Liz Moran, Senior Administrator via email; [liz.moran@emmauscat.com](mailto:liz.moran@emmauscat.com) for further details and application form.

**Closing date for applications: Friday 16<sup>th</sup> May 2025, 9am**

**Interviews will take place on Tuesday 3<sup>rd</sup> June 2025 at Jackson House, Sale**



# Senior Governance Partner

## Job Description

The post holder will report directly to the Head of Governance and Compliance.

### Main purpose of the role:

The Senior Governance Partner will play an integral role within the Central Governance team, providing line management support to a team of Governance Partners and direct support, advice and guidance across our schools to secure effective governance and local governing bodies within Emmaus CAT.

The Senior Governance Partner will work within the CAT's governance structure to enable effective governance across Emmaus Catholic Academy Trust.

The Senior Governance Partner will work collaboratively with the Executive Team, Headteachers and Local Governing Bodies, contributing to maximum output and the overall mission of Emmaus CAT to provide great Catholic education across Greater Manchester.

### 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.**

#### Administrative Management

- Deputise for the Head of Governance and Compliance when required, interfacing with other internal stakeholders such as Central Team colleagues, school leaders and governors.
- Support with the recruitment of Governance Partners.
- Lead the induction and line management of Governance Partners, including facilitating regular networking and development opportunities.
- Lead the development and delivery of identified training courses, including governor induction.
- Support the Head of Governance and Compliance in providing more intensive support to a selection of identified schools in need.
- Oversee the governance support provided to schools – ensuring clear, consistent and timely support, advice and guidance within and between meetings, grounded in the CATs approaches, statutory legislation and guidance.

- Provided specialised clerking support, advice and guidance in relation to panel processes (eg, complaints, exclusions, suspensions and staffing matters).
- Lead on coordinating annual feedback from schools to inform future service delivery requirements.
- Act as a point of initial escalation for Governance Partners and escalating enquiries to other personnel within the organisation as necessary.
- Provide oversight of the compliance of governance functions undertaken within schools.
- Develop and ensure usage of consistent systems and processes for activities throughout the course of this role (eg, agenda plans, monitoring plans, etc).

#### 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).
- 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
Educated to a minimum of Grade 4 GCSE in English and Mathematics	E
Governance related qualification, eg Level 3 Certificate in Clerking School and Academy Governing Boards or Level 4 Certificate in Academy Governance	D
Record of Continuous Professional Development and willingness to undertake additional CPD	E
Experience	
Experience of providing administrative support, advice and guidance, ideally within the education sector, upholding confidentiality as appropriate	E
Experience of managing conflicting demands and prioritising work	E
Proficient, advanced ICT skills including the use of the full Microsoft Office 365 suite	E
Experience of managing and supporting colleagues to fulfil tasks, providing advice and guidance where necessary	E
Experience of developing and leading training courses	D
Experience of supporting panel processes (e.g. Exclusions and Staffing)	D
Skills and Aptitudes	
Has the ability to uphold and promote the NOLAN Principles of Public Life and expectations of the Catholic Education Service Code of Conduct	E
Has the skills and ability to produce and maintain accurate records for Local Governing Bodies, including ensuring compliance with key guidance and requirements	E
Has the ability to communicate clearly to a range of different stakeholders, building appropriate relationships	E
Has the ability to work collaboratively with partner organisations such as the Diocese of Salford and Catholic Education Service	E

Has the ability to provide clear and concise advice, underpinned by knowledge and research where necessary	E
Has the ability to work as part of a rapidly growing organisation and team – being dynamic in response to situations as they arise	E
Has the ability to undertake further research and learning to ensure that practice of self and others remains at the leading edge	E
<b>Special Requirements</b>	
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
Proactive and resourceful, with the ability to anticipate challenges with a positive, problem solving attitude	E
The ability to work under pressure and manage conflicting demands	E
Demonstrates a flexible approach, with the ability to work at different times and locations to fulfil the role	E
Strong organisational and time management skills with the ability to delegate appropriately	E
Demonstrate compassion towards upholding the values of Catholic Education.	E







**EMMAUS Catholic Academy Trust**  
Jackson House, Sibson Road, Sale, M33 7RR

**0161 470 5114**

CSEL/CEO - Daniel Copley

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Company No. 12206105

[www.emmauscat.com](http://www.emmauscat.com)

 @EmmausCAT

Applications need to be made using the CES application form, available from the [Emmaus CAT website](https://emmauscat.com).

**Closing date: Friday 16<sup>th</sup> May 2025, 9am**

**We will be shortlisting on Tuesday 20<sup>th</sup> May 2025 and successful candidates will be informed in due course.**

**Interviews will take place: Tuesday 3<sup>rd</sup> June 2025 at Jackson House in Sale.**

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

