



**RATCLIFFE**  
COLLEGE

Appointment of

# **RESIDENT ASSISTANT HEAD (BOARDING AND MISSION)**

Candidate Information Pack

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GO ANYWHERE.**

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Ratcliffe Terms

# HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, Legis Plenitudo Charitas' or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. This role will work closely with me and my Senior Leadership Team to bring our Catholic Rosminian Mission to life. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,  
Headmaster.



# BEGIN HERE, GO ANYWHERE.





# OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

## With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

## Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

## OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE  
3-YEAR STRATEGY  
DEVELOPMENT PLAN  
2025-2028.



# ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A\*/A
- 71% grade B or above.
- Ten percent of students achieved A\*/A\*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Scan to view the  
full ISI Inspection  
Report.

**ISI** Independent  
Schools  
Inspectorate





**ONE FAMILY,  
ONE SCHOOL.**

# THE OPPORTUNITY

Ratcliffe College is seeking to appoint an exceptional and visionary leader to the role of Assistant Head (Boarding and Mission). This is a rare opportunity to lead within a community where Boarding and Catholic Life and Mission are not simply priorities, but are lived with authenticity, joy and conviction at every level of College life.

Inspection evidence (Catholic Schools' Inspection, June 2025, and ISI, December 2025) confirms that Ratcliffe is an outstanding school by every measure. Our young people are known, valued and cared for, and grow into confident, compassionate citizens who understand their responsibility to serve others and contribute to the common good.

As a member of the Executive Senior Leadership Team, you will be joining a team where leaders prioritise the pastoral care and welfare of pupils, enabling them to flourish academically and personally within a safe, supportive and values-driven environment. Within this context, boarding plays a vital role. It is a place where the College's Catholic Rosminian charism is lived most fully as a residential community of belonging, care and formation. Our recent inspections tell us that boarders benefit from a high-quality pastoral environment, a strong sense of community and a culture where they feel safe, supported and able to thrive.

This role offers the opportunity to build on these exceptional foundations by leading the strategic development of boarding, strengthening recruitment and retention, and ensuring that boarding remains a distinctive expression of Ratcliffe's Catholic identity and mission.

This is a non-teaching role for a practising Roman Catholic, working throughout the calendar year.

## ABOUT RATCLIFFE COLLEGE

Ratcliffe College is one of England's leading Catholic independent day and boarding schools, set in 200 acres of beautiful Leicestershire countryside at Ratcliffe on the Wreake. Founded in 1847 by the Rosminian Fathers (Institute of Charity), the College provides an outstanding co-educational day and boarding education for 900 pupils aged 3 to 18, from Nursery through to the Sixth Form.

Working alongside an experienced Headmaster, a new Head of the Preparatory School, a committed group of peers on the Senior Leadership Team and a Board of Governors focused on sustainable growth and long-term ambition, this is a genuinely compelling moment to join the Senior Leadership Team at Ratcliffe College.

# THE ROLE

The Assistant Head (Boarding and Mission) will embody the late Pope Francis's call for pastoral accompaniment. This is a role for a leader who is energised by building something, not simply maintaining it.

The Assistant Head (Boarding and Mission) provides strategic leadership for:

- The development and growth of boarding, including increasing occupancy and retention
- The quality of the lived boarding experience, ensuring it remains sector-leading
- The College's immersion and summer programmes, strengthening international recruitment pathways
- The Catholic Life and Mission of the College, as Senior Lay Chaplain

The successful candidate will join the Executive Senior Leadership Team, contributing to whole-school strategy.

Inspection findings highlight that the College's Rosminian charism is lived with authenticity, creating a deeply inclusive and values-led community. Regular student voice tells us that our students are happy, confident and feel genuinely cared for, with a strong sense of belonging. Underpinning this, the Chaplaincy provision is a real strength from Nursery to Sixth Form, with a dynamic and meaningful programme of prayer and liturgy.

This role builds directly on these strengths, combining mission-led leadership with entrepreneurial responsibility for growing boarding numbers.

You will:

- Lead the development of a modern, flexible boarding model, including provision for a day boarding programme
- Drive innovative recruitment strategies across UK and international markets
- Shape a distinctive boarding identity rooted in belonging, character formation and community
- Develop programmes across the College, from ages 3 to 18, that connect faith, service and global engagement

The College recognises that strong boarding leadership drives sustainability and growth and that our identity is fundamental to why parents choose Ratcliffe. We are a thriving school, currently operating a waiting list for Year 7 entry in September 2026. This role offers:

- A competitive base salary
- A generous performance-related bonus structure of up to c. 30% of base salary linked to:
  - Boarding occupancy and growth
  - Student retention
  - Summer school and immersion programme success
- Suitable accommodation provided according to the needs of the postholder

We are seeking a candidate who:

- Has significant experience in boarding leadership (Housemaster/Housemistress or equivalent)
- Demonstrates a track record of innovation, recruitment or programme development
- Is a practising Roman Catholic, committed to leading and witnessing faith in a school community. A letter of support from your parish priest will be sought upon shortlisting.
- Is a visible, relational leader, able to build trust with pupils, parents and staff
- Brings energy, creativity and strategic ambition

This post carries significant responsibility for the Catholic Life, Mission and Chaplaincy of Ratcliffe College, including serving as the Senior Lay Chaplain, leading prayer and liturgy, supporting faith formation, and acting as a visible witness to the Catholic ethos across the whole school community. These duties are central and intrinsic to the nature and purpose of the role.

Accordingly, it is an occupational requirement that the postholder be a baptised, practising Roman Catholic, as permitted under Schedule 9 of the Equality Act 2010, because the faith commitment of the postholder is crucial to the effective and authentic fulfilment of these pastoral, spiritual and mission-led responsibilities.

This is not a traditional boarding role. It is an opportunity to lead, grow and reimagine boarding within a school where the foundations are already exceptional, and where the next phase requires strategic vision, energy and faith-driven leadership.

For more information about this role, please contact the Deputy Head Pastoral, Mr James Rainer ([jrainer@ratcliffecollege.com](mailto:jrainer@ratcliffecollege.com)), who will line manage the successful applicant, for an informal conversation.





## PURPOSE OF THE ROLE

The Assistant Head (Boarding and Mission) provides strategic leadership for the College's boarding provision, residential programmes and Catholic Rosminian Life and Mission, ensuring outstanding pastoral care and that the Rosminian charism is central to College life. The postholder will embody the spirit of pastoral accompaniment espoused by Pope Francis.

1. The Assistant Head (Boarding and Mission) serves as the senior Lay Chaplain, acting as a visible witness, pastor, leader and educator to support the growth of Catholic Life, Mission and Collective Worship. This includes line management of the RATS (Ratcliffe Action, Thanksgiving and Service) Coordinator and support for the Lower and Middle School Lay Chaplains.
2. The postholder will lead the strategic development of boarding, promoting pupil wellbeing and personal development while strengthening recruitment and retention of domestic and international students through innovation and high-quality lived experience.
3. The role oversees all boarding houses and leads the development of immersion and summer programmes, ensuring alignment with the College's long-term strategic plan.
4. The Assistant Head (Boarding and Mission) will work closely with the Headmaster, Senior Deputy Head, Deputy Head Pastoral, Director of Marketing and Admissions, Recruitment and UKVI Compliance Manager, and boarding teams to ensure boarding remains a distinctive and thriving part of the College community.
5. The postholder will be a highly visible senior pastoral leader, working with the Deputy Head Pastoral, Director of Safeguarding and others to shape the strategic development of pupil wellbeing across day and boarding provision.

This role is part of the Executive Senior Leadership Team, contributing to whole-school strategy and working closely with Preparatory and Senior School leadership.

The terms of occupancy of College accommodation require any cohabiting couples to be married.

## Key Tasks and Responsibilities

### Strategic Development of Boarding

- Develop and implement a strategic plan for boarding that supports the College's long-term strategic vision.
- Identify opportunities to expand the boarding provision, including flexible and short-term boarding options for day pupils. The College aspires to become a sector leader in developing a culture of boarding within our day market.
- Lead initiatives that enhance the attractiveness of boarding to both UK and international families.
- Monitor developments and trends in boarding education nationally and internationally, advising senior leaders on opportunities for future development.
- Contribute to the strategic leadership of the College through participation in senior leadership meetings and strategic planning days as appropriate.

### Boarding

The Assistant Head (Boarding and Mission) has devolved overall responsibility for the leadership and development of Boarding and reports to the Deputy Head Pastoral with regard to the spiritual, strategic and operational development of the College's boarding provision.

Specific responsibilities in relation to Boarding include, but are not limited to, the following:

- Represent the spiritual, strategic and operational needs of Boarding within the College's leadership structures as required.
- Provide leadership and line management for the Senior Housemaster and Senior Housemistress of the College's boarding houses.
- Support the House teams in maintaining high standards of pastoral care, behaviour and wellbeing for all boarders.
- Ensure consistency of expectations, routines and standards across the boarding houses, while supporting each House in maintaining its own identity and character.
- Oversee the delivery of weekday and weekend activities and trips within the boarding programme, ensuring a varied and engaging programme for all boarders. This will include gathering weekly student voice feedback about the trips for the better planning of the programme.
- Act as a daily, visible and approachable presence within the boarding community, building strong relationships with pupils, parents and staff.
- Chair meetings of Boarding Staff and of the Boarding Council, ensuring minutes are circulated promptly.
- Prepare a termly report on Boarding for inclusion in the Deputy Head Pastoral's report to the Governors' Pastoral Sub-Committee and attend meetings of the Sub-Committee as required.
- Lead ongoing monitoring and the House Evaluation process, ensure that the College meets or exceeds all National Minimum Standards for Boarding and remains compliant with all relevant regulatory requirements, promptly advising the Senior Leadership Team and the Estates Manager of any areas of risk.

## **International Programmes, Immersion and Summer School**

- Provide strategic oversight of the College's immersion programmes and summer school provision, which includes in-term immersion programmes, half-term boarding camps, and residential Summer Schools.
- Line manage the Summer School and Immersion Programme Coordinator.
- Work with the Coordinator to develop high-quality programmes for visiting international students that promote language development, cultural understanding and engagement with the life of the College.
- Ensure that immersion and summer programmes support the College's international recruitment strategy and contribute to the long-term growth of boarding.
- Develop opportunities for visiting students to experience the College's boarding and wider co-curricular life.
- Support the staffing of the half-term boarding camps and residential Summer School as required.
- Act as the Educational Visits Coordinator for these programmes.

## **Recruitment, Admissions and Marketing**

- Assist the Headmaster and Admissions and Marketing team with the promotion and marketing of boarding and the admission procedures for boarding students. This will include travel domestically and overseas.
- Contribute to the strategic direction of student recruitment and retention through membership of the Recruitment, Admissions and Marketing committee.
- Work closely with the Admissions, Marketing and Communications teams to ensure that current and prospective families, guardians and agents have a clear understanding of the College's pastoral care and boarding provision.
- Engage with prospective families, agents and guardians as required to promote the boarding experience at the College.
- Oversee the production of communications for boarding parents, including newsletters, and ensure that the boarding content on the College website and the College's social media channels remains up to date.

## **Pastoral Management**

- Act as one of the College's Deputy Designated Safeguarding Leads (DDSLs) and contribute to the work of the Student Support Services team.
- Meet with parents and support pastoral and safeguarding casework relating to boarders as required.
- Support the Director of Safeguarding in monitoring online safety concerns and reporting systems relating to boarders, taking appropriate action where necessary and supporting training for boarding staff.
- Keep abreast of developments in pastoral care, boarding practice, adolescent wellbeing and technology, leading the professional development of boarding staff in these areas.
- Act as a visible presence across the boarding and day communities, and within both the Preparatory and Senior Schools, building trust and rapport with pupils, parents and staff.
- Support the promotion of high standards of behaviour and adherence to College pastoral policies.

## Staffing

- Line manage the Senior Housemaster and Senior Housemistress of the boarding houses.
- Line manage the Summer School and Immersion Programme Coordinator.
- Oversee the workload of Resident Graduate Assistants, acting as a conduit between their line managers in school and in boarding where appropriate.
- Support the recruitment, induction and professional development of the boarding team.
- Contribute to the appraisal and development of boarding staff within the College's appraisal framework.

## Compliance and Inspection

- Be aware of all statutory frameworks and College policies, regulations, rewards and sanctions relevant to boarding.
- Assist the Deputy Head Pastoral in preparing for inspection, including Catholic Schools' Inspection and Independent Schools Inspectorate inspection.
- Ensure that the College remains compliant with the National Minimum Standards for Boarding and relevant regulatory guidance.

## Monitoring and Development

- Monitor boarding numbers, retention rates and pupil feedback to inform the ongoing development of boarding provision.
- Provide strategic reports on boarding and Community to the Headmaster and Governors.
- Use data and feedback to identify opportunities for improvement and innovation within boarding.



## **Catholic Ethos**

As Senior Lay Chaplain, the Assistant Head (Boarding and Mission) will play a leading role in nurturing and developing the Catholic Life and Mission of the College in accordance with the Rosminian charism and the College Mission Statement, Learning and Growing in the Light of the Gospel.

Ratcliffe College is unique in the United Kingdom as an all-through Rosminian school, and it is a key responsibility of the postholder to nurture this identity.

The postholder will act as a visible witness to the Catholic faith within the College community and will work closely with the Father President, the Head of the Preparatory School, the Deputy Head Pastoral, the Head of Religious Studies, the Lower School Lay Chaplain and RATS Coordinator (who will deputise the postholder in matters related to the Chaplaincy), the Middle School Lay Chaplain and the Chaplaincy Teams to support the spiritual formation of pupils and staff.

Responsibilities include:

- Ensure that the Annual Plan of Provision is coherent and well-planned, reflecting the needs of the College community, the Liturgical Calendar and the requirements of the Catholic Education Service and the Nottingham Diocese.
- Supporting the planning and celebration of the liturgical life of the College, including community Masses, reconciliation services, feast days and other acts of collective worship such as weekly Celebrations of the Word.
- Encouraging and supporting pupils and staff to participate actively in prayer, worship and the sacramental life of the Church.
- Providing pastoral and spiritual support to pupils and staff across the College community, with particular attention to those who are vulnerable or in need of guidance.
- Leading and supporting opportunities for spiritual formation, including retreats, reflection days, pilgrimages and charitable initiatives under the banner of RATS (Ratcliffe Action, Thanksgiving and Service), the College charity.
- Working closely with the Chaplaincy Team to develop the chaplaincy programme and to ensure that the Catholic ethos and Rosminian identity of the College remain central to daily life.
- Supporting the work of the Religious Studies department and contributing to the wider formation of pupils in faith, service and leadership.
- Maintaining strong relationships with the Rosminian community, local parishes and diocesan networks in order to support the spiritual life of the College.
- Contributing to the pastoral life of the boarding community through the leadership of prayer, participation in boarding liturgies and a regular presence within boarding houses.

## **General**

- Contribute to the Headmaster's Assembly reflection rota where appropriate.
- Undertake any other reasonable duties that may be assigned from time to time by the Headmaster.

# PERSON SPECIFICATION

## Essential

- A practising, baptised Roman Catholic with a clear commitment to supporting and leading Catholic Life and Mission in a school context
- Significant leadership experience in boarding (for example, Housemaster/Housemistress or equivalent senior role) within a Preparatory School or Senior School
- Proven ability to lead and develop high-quality pastoral provision, with a strong understanding of childhood development and wellbeing
- Demonstrable experience of strategic leadership, including planning, implementation and evaluation of initiatives
- Experience of leading, managing and developing staff, including performance management and professional development
- Strong understanding of safeguarding, child protection and pastoral care in a boarding context, with the ability to act as a Deputy Designated Safeguarding Lead and promote a strong safeguarding culture that underpins all that we do as a College
- Secure knowledge of relevant statutory frameworks, including the National Minimum Standards for Boarding, Keeping Children Safe in Education and Independent Schools' Standards
- Excellent interpersonal and communication skills, with the ability to build effective relationships with pupils, parents, staff and external stakeholders
- A visible, approachable and values-led leadership style, with the ability to inspire trust and confidence
- Ability to contribute to whole-school strategic leadership as part of a senior leadership team
- Commitment to promoting inclusion, equality and a strong sense of belonging within a diverse boarding community
- High levels of organisational skill, resilience and professional judgement

## Desirable

- Experience of leading or contributing to inspection processes (ISI and/or Catholic Schools' Inspection)
- Experience of international student recruitment, admissions or programme development (for example, immersion or summer schools)
- Experience of working across both day and boarding contexts
- Experience of chaplaincy leadership or involvement in school-based liturgy, retreats or faith formation programmes
- Understanding of marketing, recruitment and retention strategies within an independent school context
- Experience of leading innovation or growth within a boarding or educational setting
- Familiarity with UKVI requirements and compliance in relation to international students

# TERMS OF APPOINTMENT

Term	Details
<b>Role Title</b>	Assistant Head (Boarding and Mission)
<b>Reporting line</b>	Deputy Head Pastoral, with regular, direct access to the Headmaster, Head of the Preparatory School, Chief Operating Officer and Senior Deputy Head
<b>Contract type</b>	Permanent, full-time, residential. The postholder is entitled to 5.6 weeks of leave (including bank holidays).
<b>Start Date</b>	September 2026 (or January 2027 for the right candidate)
<b>Location</b>	Ratcliffe College, Ratcliffe on the Wreake, Leicestershire LE7 4SG
<b>Salary</b>	Competitive, commensurate with scope and candidate experience, with access to a generous, performance-related bonus structure.

## HOW TO APPLY

We welcome applications from candidates of all backgrounds. Ratcliffe College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and satisfactory references.

To apply, please complete the application form, ensuring that your supporting statement clearly addresses all relevant criteria outlined in the Person Specification. You should provide specific examples from your career to demonstrate how you meet these requirements.

For more information about this role, please contact the Deputy Head Pastoral, Mr James Rainer ([jrainer@ratcliffecollege.com](mailto:jrainer@ratcliffecollege.com)), who will line manage the successful applicant, for an informal conversation.

1

### COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

### INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.

# THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE  
TAKE A LOOK AROUND  
OUR VIRTUAL CAMPUS  
TOUR.



Free lunch and refreshments



Defined Contributions Pension Scheme.



Staff Wellbeing

- 50% school fees remission for dependents (subject to meeting entrance requirements)
- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor



Suitable accommodation (Benefit in Kind)



Professional Developmental opportunities



Sport and Leisure

- Free use of the on-site gym (at specified times)





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 JOHN GIBSON G. H. GIBSON M. GIBSON A. H. GIBSON W. GIBSON L. KELLY  
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# RATCLIFFE TERMS

## Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the **Recruitment, Selection and Disclosures Policy** and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening
- Prohibition from Teaching / Management (as applicable)

**BEGIN HERE,  
GO ANYWHERE.**





EST. 1847

# RATCLIFFE

COLLEGE

Ratcliffe College, Fosse Way, Ratcliffe on the Wreake, Leicester, LE7 4SG



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



HR: 01509 817089



[HR@ratcliffecollege.com](mailto:HR@ratcliffecollege.com)



LEGIS PLENITUDO CHARITAS