



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

HEAD OF CAREERS



**BEGIN HERE,
GO ANYWHERE.**

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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 Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. 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 all 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.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus

Ratcliffe College Preparatory School

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.



Rosmini Sixth Form Centre



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 10% 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.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



Defined Contributions Pension Scheme



Professional Development opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



VACANCY

HEAD OF CAREERS

Ratcliffe College, one of the UK's leading Independent Catholic Day and Boarding Schools, is seeking an experienced and proactive Head of Careers to join our team. This is a rare and exceptional opportunity to provide inspiring and best practice Careers provision throughout the College, and to implement a Careers-focused learning programme which prepares students for the opportunities, responsibilities, and experiences of life beyond school. This will be delivered through PSHCE, the Tutor Programme, Work Experience, individual guidance and events, in keeping with the Ratcliffe College mission statement 'Learning and Growing in the Light of the Gospel'.

- Line Manager: Assistant Head, Head of Sixth Form
- Functional Relationships with: Sixth Form Team, Head of PSHCE, Pastoral Heads of Section, Tutors
- Hours: 25 hours per week, over 3 or 4 days to be discussed and agreed with the successful applicant; 36 weeks per year (term times plus 2 weeks).
- Salary: £28,912

Overall Careers Programme

- Oversee the delivery and implementation of a Careers Programme for Years 7-13 that fulfils the 8 Gatsby Benchmarks.
- Act as the College's lead contact on Unifrog and ensure that staff and students are trained to use this resource effectively.
- Maintain and update the College's Careers Policy in line with current legislation and the College ethos, including preparation for inspections by the Independent Schools' Inspectorate and the Catholic Schools' Inspectorate.

Individual Support and Guidance

- Coordinate an efficient system of individual and small-group careers guidance, providing tailored and targeted action plans for students at key transition points.
- Use data to monitor students' career interests and progress, ensuring their choices are both ambitious and appropriate for their needs, and to identify and prioritise students who may need additional assistance.
- Provide support for students facing challenges or those making less traditional career choices to ensure inclusive guidance and equality of opportunity.

UCAS/Post-School pathways

- Ensure a comprehensive knowledge and understanding of the UCAS application process.
- Support students in their applications and transition to higher education, apprenticeships, or employment through appropriate advice and guidance on identifying suitable choices, and writing personal statements and CVs.
- Maintain current information on employment trends, apprenticeship opportunities, and patterns in university entrance.
- Be available on A Level/Level 3 Results Day to provide immediate advice and guidance to students regarding their next steps.
- Work with local universities and national employers to increase widening participation and student progression.

PSHCE

- Plan, lead and contribute to the delivery of the careers-focused sections of the PSHCE curriculum, ensuring careers education is embedded in the student experience.
- Work closely with the Head of PSHCE to ensure the careers programme complements the broader PSHCE strategic development plan.

- Implement baseline and end-of-topic surveys (for example, via Google Forms) to measure student progress and gather stakeholder feedback on careers education.
- Ensure Pastoral Heads of Section and Tutors are aware of the Careers/PSHCE requirements for their students, offering appropriate guidance and training where necessary.
- Contribute to the quality assurance of PSHCE delivery, for example through observations and student interviews.
- Support and contribute to preparation for inspection relating to PSHCE.

Work Experience

- Organise and promote a structured programme of work experience for students in Years 10-13.
- Liaising with key staff, ensure all placements are checked and appropriate from Health and Safety and Safeguarding perspectives, and logged accurately on Unifrog.
- Develop and maintain a database of local and national businesses to secure diverse placement opportunities.
- Coordinate visits and communications with placement hosts to monitor student progress and collect employer feedback.

Year 11 Retention

- Oversee the Morrisby profiling for Year 11 students, and oversee their interviews with an Independent Careers Adviser.
- Support Year 11 retention by helping students make informed decisions about staying for Sixth Form and their A Level/Level 3 subject choices.
- Organise mock interviews to build student confidence and develop skills such as resilience and effective communication.
- Be available on GCSE/Level 2 Results day to provide immediate advice and guidance to students regarding their next steps.

Events

- Organise and lead the Careers Fair and Higher Education Fair, which take place in the Autumn Term on alternate years.
- Work with the Sixth Form Team to identify and invite speakers from various industries, colleges, and universities to deliver Inspire talks as part of the school's co-curricular programme.
- Liaise with the Ratcliffian Association to connect current students with alumni for mentoring and networking, and organise the Sixth Form and Young Alumni Networking event once every two years in the Spring Term.
- Represent the Careers Department at School Open Days, GCSE Options Evening, Sixth Form Open Evening, and Parents' Evenings as required.
- Organise and promote the annual Careers Development Fund Competition for Year 12 students.
- Support the Deputy Head Pastoral, Assistant Head, Head of Sixth Form, Head of PSHCE and Heads of Section with the organisation and presentation of Parent Cafes as required for the promotion of either Careers or PSHCE.

Promotion of Careers

- Submit appropriate news items for the College website and social media to promote careers initiatives to students, parents, and the wider community.
- Maintain and regularly update Careers and work experience display materials and library resources with administrative support.
- Ensure that appropriate Careers-related material is available in both the Emery and Sixth Form libraries.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Education/ Qualifications	<ul style="list-style-type: none"> • Appropriate and relevant qualification in Careers Guidance and Development (e.g. QCF Level 6 Diploma). • High standard of literacy and numeracy. 	Undergraduate degree PGCE or equivalent	Application form/Interview
Skills / knowledge	<ul style="list-style-type: none"> • Comprehensive understanding of the 8 Gatsby Benchmarks • Ability to use Microsoft Office (Word, Excel, PowerPoint) and to analyse data. • Strong knowledge of UCAS, apprenticeships, and current labour market trends. 	<ul style="list-style-type: none"> • Proficiency in Unifrog and/or other careers platforms. • Familiarity with PSHCE resources, for example Wellio and Ten Ten Resources. • Ability to produce creative digital resources, for example careers newsletters. 	Application form
Experience	<ul style="list-style-type: none"> • Proven experience in Careers Education and Guidance. Experience working in a school or college environment with young people and adults. 	<ul style="list-style-type: none"> • Experience working with alumni associations • Experience managing and promoting work experience programmes. 	Application form
Ethos and Safeguarding	<ul style="list-style-type: none"> • Commitment to the Rosminian Catholic ethos of Ratcliffe College. • Full commitment to safeguarding and pupil wellbeing, adhering to all College Policies • Awareness of and commitment to equality, diversity, and inclusion 	<ul style="list-style-type: none"> • Experience preparing for inspections • Knowledge of SMSC (Spiritual, Moral, Social and Cultural) education and British Values. 	Application form/ Interview
Personal qualities	<ul style="list-style-type: none"> • A passion for maximising career opportunities for every individual student. • Effective and confident communicator with a high command of English. • Able to work calmly under pressure and follow instructions. • Flexible, self-motivated, and able to work independently and as part of a team. 	<ul style="list-style-type: none"> • Willingness to be involved in the wider life of the school 	Application form/ Interview

HOW TO APPLY

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.



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](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) 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





EST. 1847
RATCLIFFE
COLLEGE

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