



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

DEPUTY SENCO - FULL TIME FROM SEPTEMBER 2026

**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 Boccaccini, BSc, MEd
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

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.



e Rosmini xth 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



TPS or 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
- Access to the School Counsellor



Sport and Leisure

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



DEPUTY SENCO - FULL TIME

We are seeking an enthusiastic and knowledgeable Deputy SENCO to join our passionate and inclusive Learning Support department within our independent senior school. The successful candidate will work closely with the SENCO to further develop our learning support provision, ensuring every learner with additional needs is supported to thrive academically and personally. This role involves coordinating effective interventions, guiding colleagues in delivering high-quality inclusive teaching, and fostering strong partnerships with pupils, families, and external professionals. This position provides a valuable opportunity to join a warm, innovative school community where inclusion and student wellbeing are central to our everyday practice.

Salary: Ratcliffe Pay Scale plus Ratcliffe Allowance. The Ratcliffe Allowance is on a sliding scale presently ranging from £1,591 to £10,397, depending on the experience of the teacher (reviewed annually). In addition this role attracts one responsibility point, currently £2,518 per annum.



JOB DESCRIPTION

Job Title: Deputy SENCo

Responsible to: SENCo

Accountable to: Senior Deputy Head

Job Purpose: To support the SENCo in leading, coordinating, and developing high-quality provision for students with Special Educational Needs, ensuring effective identification, support, and positive outcomes.

Main Duties and Responsibilities

Initial Assessments:

- Assist in the identification of pupils with SEND, including screening and assessment. (EXACT, CAT 4 and other assessments as identified by the SENCO)
- Timetable and coordinate EXACT for Year 7 students
- Reporting to Senior deputy head, timetable, coordinate and lead on invigilation for the CAT4 testing for Year 7s and new starters.
- Analyse CAT4 and EXACT results to identify any potential students that require further investigation for potential SEN
- Assess students on a 1 to 1 basis to identify any potential underlying difficulty

SEN referrals:

- Act upon referrals to the Learning Support Department, identifying if there is a need and assign appropriate level of support.
- Assist in maintaining referral tracker, ensuring all progress is monitored and up to date,
- Monitor academic and pastoral progress of pupils, to provide early identification and intervention for students who may have SEND
- Obtain student voice and observe students in lesson
- Contribute to the writing of Assess Plan Do Reviews

Examinations:

- Support the SENCo in ensuring access arrangements are in place for students undertaking internal and public examinations
- Assist in coordinating, gathering evidence and assessing for Exam Access Arrangements to ensure students with additional needs receive appropriate support during end-of-year examinations.
- Support SENCO and process Access Arrangements Online applications in accordance with JCQ regulations
- Play a key role in the organisation of End of Year examinations for all students with SEND, overseeing exam timetabling, coordinating specialist staffing and invigilation, managing room bookings, and acting as a central point of contact for parents and teaching staff to ensure equitable access arrangements.

Liaison Role:

- Liaise closely with parents, carers, teaching staff and outside agencies to ensure a high quality and appropriate service is provided for each student with SEND
- Assist in maintaining accurate and up-to-date SEND records, including Additional needs list, access arrangements list and provision map.
- Support teaching staff in understanding the needs of specific students and ensure consistency in approach.
- Liaise effectively with parents/carers to maintain positive relationships and ensure they are informed and involved in their child's education.
- Attend and contribute to meetings with parents, professionals, and external agencies.
- Provide guidance and professional development to teaching and support staff regarding inclusive teaching strategies and students' individual needs
- Advise parents / carers of the SEN diagnosis pathway

EHCP and Annual Reviews:

- Assist the SENCo in Organising and chairing Annual Reviews for students with EHCPs, ensuring statutory compliance and that high-quality, person-centred reviews are conducted.

TAs:

- Assist the SENCo in organising and overseeing Teaching Assistant timetables to ensure support is appropriately allocated across the school
- Assist in monitoring timetables to ensure support is being used effectively.
- Manage the day to day duties of TAs e.g. class changes, return to work meetings following sickness.

Teaching Role:

- Provide high quality teaching, when required to cover staff absences, to small groups of SEND students across Key Stages 3 & 4

Other Duties:

Deputise for the SENCo where required and appropriate

Undertake any additional duties as may be reasonably delegated by the Headmaster, or SLT

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Holds a JCC recognised postgraduate qualification at Level 7, or equivalent, that qualifies them to be an internal assessor for access arrangements. eg. Diploma in SpLD 	<ul style="list-style-type: none"> • Relevant qualifications in SEND
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent interpersonal skills in relation to staff, students and parents • Good organisational skills • Knowledge, understanding and competence in ICT 	<ul style="list-style-type: none"> • Experience of using/understanding specialist assessments
Knowledge & Experience	<ul style="list-style-type: none"> • Wide knowledge and understanding of the barriers to achievement faced by learners with SEND • Knowledge of the assessment pathway for students with SEND • Wide knowledge and understanding of strategies/interventions to support students to overcome barriers to achievement • Commitment to, and evidence of, continuous professional development relating to SEND 	<ul style="list-style-type: none"> • Knowledge of a variety of standardised assessments including CAT4 and EXACT • Previous experience as a Deputy SENCo
Ability	<ul style="list-style-type: none"> • Ability to support the development of literacy skills at Key Stages 3 and 4 • Ability to work collaboratively with the SENDCo to deliver the highest possible standards of support for students with SEND 	<ul style="list-style-type: none"> • Ability to support the development of numeracy skills at Key Stages 3 and 4
Personal qualities	<ul style="list-style-type: none"> • Dedicated and conscientious • Positive, enthusiastic and flexible attitude • Ability to motivate and inspire students and staff • Approachable, sincere and empathetic in maintaining appropriate and supportive relationships with students • Flexibility, initiative and creativity in adapting to the needs of students • A willingness to be involved in the pastoral care of students • Commitment to safeguarding and the welfare of students • Commitment to the ethos and aims of Ratcliffe College 	<ul style="list-style-type: none"> • Ability and willingness to contribute to, and support the School's co-curricular programme

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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