



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

HIGHER LEVEL TEACHING ASSISTANTS
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.





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



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)



HIGHER LEVEL TEACHING ASSISTANTS

REQUIRED FROM SEPTEMBER 2026

We are seeking to recruit to a number of HLTA positions to provide a complementary service to teachers and other staff, addressing the needs of SEND children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.

The HLTA will be responsible for supporting students with additional needs, including the delivery of targeted interventions. The HLTA will deliver support in areas such as Emotional Literacy Support (ELSA), reading, and spelling to help students access the curriculum and improve their academic and personal outcomes.

Two years experience of working in a classroom in an education is essential and an HLTA or relevant teaching qualification is desirable.

Working Hours

We currently have a number of hours available and therefore welcome applications to work the full working pattern (35 hours per week) and part time working patterns.

Working hours will be between 8.15am and 4.15pm, with all breaks unpaid.

These roles work on a 35 weeks contract (term time plus one week) with 5.6 weeks annual leave to be taken outside of term time.

Salary

FTE salary is £30,316 per annum (Band 8, point 32). The pro rata salary based on working 35 hours per week, over 35 weeks per annum is £22,091 per annum.



JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant

Reporting to: Head of Learning Support / SENCo

Accountable to: Senior Deputy Head

Job Purpose: The Higher Level Teaching Assistant (HLTA) will be responsible for supporting students with additional needs, including the delivery of targeted interventions. This role includes working alongside teaching staff to assist in the learning and development of students with special educational needs (SEN) in both the classroom and through tailored interventions. The HLTA will deliver support in areas such as Emotional Literacy Support (ELSA), reading, and spelling to help students access the curriculum and improve their academic and personal outcomes.

Main Duties and Responsibilities

Intervention Delivery:

- Lead small group and one-to-one interventions in areas such as ELSA, spelling, reading, and other SEN-focused programs as identified by the SENCo or Deputy SENCo.

Classroom Support:

- Provide in-class support to students with additional learning needs, assisting the teacher with the implementation of learning activities and ensuring that students can fully participate in lessons.
- Provide support to teaching staff in delivering lessons, managing classroom activities, and ensuring students are engaged and focused on tasks.
- Offer support to students during Prep time to help them complete their work to an appropriate standard and develop strategies for self-organisation.

Progress Monitoring and Assessment:

- Monitor and assess the progress of students receiving interventions, providing feedback to the SENCO or Deputy SENCO. Adjust interventions based on student needs and progress.

Collaboration with Teaching Staff:

- Work closely with teachers and the SENCo to ensure that students' Support Plans are effectively implemented and monitored, supporting students in reaching their full potential.

Pastoral Care:

- Deliver emotional and social support to students through ELSA, supporting their social-emotional development and wellbeing.

Parent and Carer Engagement:

- Communicate effectively with parents and carers, providing updates on student progress and offering strategies for supporting students' learning at home.

Record Keeping:

- Maintain accurate and up-to-date records on student progress, interventions, and any relevant communications with parents or external agencies.

Learning Support Area:

- Assist in maintaining the notice boards within the school.

Other Duties:

- 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"> GCSE grade 5 or above in English and Maths (or equivalent) Emotional Literacy Support Assistant Trained or willingness to complete within first 3 months of employment. 	<ul style="list-style-type: none"> Higher level teaching assistant Level 3 or relevant teaching qualification e.g. TEFL or PGCE Qualifications in specific learning difficulties. Degree qualification in any subject
Skills	<ul style="list-style-type: none"> Plan effective activities for pupils at risk of underachieving Good and effective time management skills Good IT skills to keep student records up to date. Strong communication skills 	
Knowledge & Experience	<ul style="list-style-type: none"> Understanding of Special educational needs of children. Experience of working in a classroom setting in an education setting for a minimum of two years Knowledge of numeracy and literacy strategies to boost student attainment 	<ul style="list-style-type: none"> Experience of working in a secondary school for a minimum of 2 years Knowledge of SEN Code of Practice Experience of supporting children with EHCPs Knowledge and Experience of delivering Emotional literacy support (ELSA) Experience of leading on the delivery of targeted intervention.
Ability	<ul style="list-style-type: none"> The ability to work as part of a team and independently when required 	<ul style="list-style-type: none"> The ability to converse with parents and students and provide advice
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 and empathetic in maintaining appropriate and supportive relationships with students Flexibility, initiative and creativity in adapting to the needs of students Commitment to safeguarding and the pastoral welfare of students Commitment to the ethos and aims of Ratcliffe College 	

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
- Prohibition from Teaching / Management (where appropriate)





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COLLEGE

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

 www.ratcliffecollege.com  HR: 01 509 817089  HR@ratcliffecollege.com

