



**RATCLIFFE**  
COLLEGE

EST. 1847

Appointment of

# **LEARNING SUPPORT ASSISTANT (PREPARATORY SCHOOL) - PART TIME**

## **FROM SEPTEMBER 2026**

**FIXED TERM UNTIL THE 9TH JULY 2027 WITH A POSSIBLE EXTENSION**

**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)



# LEARNING SUPPORT ASSISTANT

REQUIRED FROM SEPTEMBER 2026 - fixed term until the 9th July 2027 with a possible extension

We are seeking to appoint a caring and committed Learning Support Assistant to work within a team that supports pupils with an Education, Health and Care Plan (EHCP). The role involves providing 1:1 and small-group support across the school day, including during structured/unstructured times and primarily based in KS2. There is an expectation that the successful candidate will be able to plan and deliver (where appropriate) 1:1 sessions to address barriers to learning.

The successful candidate will support pupils with general learning, communication, language, attention and social-emotional needs, delivering targeted interventions under the direction of a class teacher, SENCo and external professionals.

Experience of supporting neurodiverse children with general learning, speech, language and communication needs, emotional literacy or social communication interventions (e.g. ELSA, Talk About), is highly desirable. The ability to adapt teaching within lessons and responding to observed misconceptions, use clear, simplified language, repetition and emotional attunement is essential. We also expect confidence in the awareness and use of a range of manipulatives and visual resources.

## Working Hours

This is an EHCP-funded position, working 20 (approximately 8.30 - 12.30, Mon - Fri) term time only plus one week (35 weeks) to include INSET days and Open mornings. Some flexibility with hours is required based on the need of the EHCP. The post may be extended based on annual reviews of the EHCP.

## Salary

FTE salary is £24,785 per annum. The pro rata salary based on working 20 hours per week, over 35 weeks per annum (0.43FTE) is £10,575 per annum. Annual leave must be taken during school holidays and payment is included in the above salary.



# JOB DESCRIPTION

Job Title: Learning Support Assistant (Preparatory School)

Reporting to: Head of Learning Support / SENCo

Accountable to: Senior Deputy Head

Job Purpose: To take a key role in the provision of support for a student with special educational needs.

## Main Duties and Responsibilities

### Special Educational Needs

- Take a key role in the provision of support for students with special educational needs.
- Establish and develop productive working relationships with students, acting as a role model, and developing 1:1 mentoring arrangements when required.
- Work cooperatively with the SENCo/Deputy SENCo and class teachers.
- To demonstrate knowledge and understanding in areas of SEN in order to provide the best support or engage with appropriate CPD to achieve this.

### Support for Students

- Establish and develop supportive and nurturing working relationships with students.
- Provide support in a range of subjects including Maths and English up to Year 6.
- Understand the individual needs of students and how to motivate and encourage them to achieve and develop.
- Liaise with the SENCo and other teachers to work towards the outcomes agreed
- Provide pastoral care as, and when, necessary.
- Provide feedback to the students, and parents (where appropriate) in relation to progress and achievement.
- Be proactive in dealing with problems or issues as they arise.
- Encourage the student to interact and work cooperatively with staff and other students and to engage in all activities.
- Encourage and promote independence.

### Support for Teachers

- Within an agreed system of supervision, use initiative to modify lesson and homework tasks.
- Report the achievements of students or concerns to colleagues through the agreed monitoring systems.
- Provide other administrative support including, for example, photocopying, reporting on attendance.
- Accompany pupils on educational visits and/or co-curricular opportunities.

### Support for the School

- Work cooperatively with the SEND Team.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences, ensuring students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of specialist expertise as well as areas for development and engagement meaningfully in CPD.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Liaise with the Line Manager regarding timetable arrangements
- Undertake the invigilation of tests and assessments.
- Provide support for the implementation of Access Arrangements, such as acting as a Reader or Scribe for students as necessary.

### General

- To work according to the School's policies and procedures.
- To work according to the School's Safeguarding policy.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- To undertake any other duties as necessary from time to time as may be reasonably requested.

This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

# PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs (or equivalent) including English and Maths</li> <li>• Secure (KS2) literacy and numeracy skills</li> <li>• Willingness to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>• TA / LSA qualification</li> <li>• ELSA or emotional-literacy training</li> <li>• Training in speech, language or communication support</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children in a school or educational setting</li> <li>• Experience supporting pupils with communication and interaction needs</li> <li>• Experience supporting pupils with attention, learning or working-memory difficulties</li> <li>• Experience supporting pupils with an EHCP</li> <li>• Experience adapting resources and activities to meet individual needs</li> <li>• Experience supporting pupils with SEMH needs</li> <li>• Experience implementing programmes designed by professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working across KS1 and KS2</li> <li>• Experience supporting pupils with ASD</li> <li>• Experience supporting pupils with dyslexia</li> <li>• Experience delivering EHCP-specified provision</li> <li>• Experience delivering small-group interventions</li> <li>• Experience delivering ELSA or nurture-based interventions</li> <li>• Training or experience delivering speech and language programmes under guidance</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to support the development of learning through adapted tasks and overlearning</li> <li>• Ability to support communication and language development using clear, simplified language and repetition</li> <li>• Ability to support the development of social skills and peer interactions</li> <li>• Ability to form a nurturing and supportive relationship with pupils</li> <li>• Ability to work both 1:1 and with small groups of children</li> <li>• Ability to support attention, engagement and working-memory difficulties</li> <li>• Ability to support emotional regulation and wellbeing</li> <li>• Ability to maintain positive and professional relationships with staff and parents</li> <li>• Ability to follow and implement specialist advice (SaLT / ELSA) accurately</li> <li>• Competent use of IT including word processing and record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support structured intervention programmes</li> <li>• Ability to support social communication programmes (e.g. Talk About)</li> <li>• Familiar with digital record keeping systems e.g. CPOMS.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed to the ethos and inclusive values of the school</li> <li>• Patient, calm and emotionally attuned</li> <li>• Positive attitude to inclusion and supporting pupils with SEND</li> <li>• Flexible, reflective and responsive to pupils' needs</li> <li>• Reliable, organised and consistent</li> <li>• Works cooperatively as part of a team</li> <li>• Genuine commitment to CPD with evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in specialist SEND practice (communication, SEMH, neurodiversity)</li> <li>• Evidence of further training (SaLT / ELSA-related)</li> <li>• Experience supporting pupils who mask anxiety, emotions or fatigue</li> </ul>

# 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)





EST. 1847

# RATCLIFFE

COLLEGE

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