



**RATCLIFFE**  
COLLEGE

EST. 1847

Appointment of

# **RESIDENT GRADUATE MUSIC ASSISTANT**

September 2026 - Fixed term for one year with a possible extension of one year

**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

## 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.

“ We witnessed calm classrooms with engaged students working independently, or in covert huddles.

The Good Schools Guide (2024)



## Boarding Structure and Co-Curricular Life at Ratcliffe College

The coordination and oversight of all boarding arrangements are the responsibility of the Deputy Head Pastoral, Mr J Rainer, supported by the Housemaster, Mr J Estevez, and Housemistress, Mrs L Webster. All members of the boarding leadership team reside on site with their families, contributing to the warm and inclusive atmosphere of the boarding community.

Ratcliffe College maintains a family-friendly community. This is supported by the enclosed campus and the layout of the main school building, which houses both academic departments and communal boarding facilities, promoting daily interaction between students and staff.

## Co-Curricular Opportunities - The 'Big Six'

Ratcliffe operates a ten-day timetable over two academic weeks (Monday to Friday, with no Saturday morning lessons). However, many day students choose to remain on site after lessons to complete their prep or to take part in the School's wide-ranging co-curricular programme. Sport, Music, Drama, Combined Cadet Force, the Duke of Edinburgh's Award Scheme and Caritas are all extremely popular, in addition to which there is a full and varied programme of lunchtime and after-school activities, together with a variety of Sixth Form clubs on offer.

## Weekend Activities and Enrichment

An engaging weekend activities programme is in place, including inter-school sports fixtures on Saturdays. Most boarders remain on site over the weekend, attending Sunday Mass in the College's chapel and taking part in the weekly Boarding Community Trip and local excursions.

This high-quality programme is a distinctive feature of life at Ratcliffe, enriching students' overall experience. A variety of day and residential educational visits take place throughout the year, while Activities Week at the end of the Summer Term exemplifies the College's commitment to educating the whole child.



Co-curricular offering is the lifeblood of the College. Pupils say they are never bored.

The Good Schools Guide, 2024.





# 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.

Scan to view the full ISI Inspection Report.



# 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

## RESIDENT GRADUATE MUSIC ASSISTANT - SEPTEMBER 2026

FIXED TERM FOR 1 YEAR WITH A POSSIBLE EXTENSION FOR A FURTHER YEAR 2026

We are seeking to appoint an enthusiastic Resident Graduate Music Assistant to join our Music Department.

The Senior School Music department consists of a large teaching classroom with PCs, a Mac Suite fully equipped with the latest technology which is also used as a smaller teaching room, a Recording Studio, a large Music Hall for informal concerts, rehearsals and assemblies, a small ensemble rehearsal room and 10 practice rooms. In collaboration with the Drama department, we use the adjoined Theatre for larger concerts and the College Chapel for Masses, religious services and whole school assemblies.

In the Preparatory School, the Music department makes use of one large purpose-built music classroom, in addition to 6 large practice rooms and the Newman Hall for concerts and assemblies.

We are proud to be one of the few All-Steinway Schools in the UK, offering our students the very finest piano facilities on which they can thrive. We also collaborate with the Drama department every year to produce an outstanding school musical.

We are dedicated to supporting your personal development in this role.

You will also contribute to our thriving boarding programme by being attached to one of our boarding houses. As a 3-18 school, there will also be the opportunity to support our younger students in the Preparatory School.

You will benefit from free board to include all meals when the school is in session or when immersion or summer school programmes are taking place.

As an Activity Assistant within the Summer Schools and Immersion programmes, this will involve working 4 weeks of the College's summer holiday and 1 week each over 2 of the half terms during the year.

Ideally, we are looking to appoint a university graduate, however undergraduates on a placement year will be considered and are encouraged to apply. The posts would be ideal for those who are considering a career in Education. Please contact Mr Max Harris, Director of Music, [mharris@ratcliffecollege.com](mailto:mharris@ratcliffecollege.com) for further information.

Salary: £17,675 per annum plus accommodation and full board whilst on duty.

# JOB DESCRIPTION

## THE ROLE OF THE RESIDENT MUSIC GRADUATE ASSISTANT

The Deputy Head Pastoral has specific responsibility for the management of the Graduate Assistants, though their day-to-day programme is supervised by the Director of Music, and by the Resident Senior Housemaster/Housemistress.

Each Graduate Assistant works in different areas of the school, depending on where their specific strengths and interests lie. As soon as possible after their arrival a timetable is drawn up for each Graduate Assistant by the Deputy Head Pastoral, in consultation with the Director of Music, to support development.

The following job description outlines the general duties that the Music Graduate Assistant is expected to complete:

- Support and assist the Director of Music with all aspects of the department across the Prep and Senior Schools.
- Act as a classroom assistant in Nursery, Reception and KS1 lessons taught by the Assistant Director of Music, whole-class instrumental lessons taught by specialists in KS2, and practical lessons at KS3, KS4 and KS5.
- Be a strong ambassador for Music performance, playing in and/or leading College ensembles and/or accompanying rehearsals and performances (the precise schedule for which to be in agreement with the Director of Music depending on the successful candidate's skillset).
- Assist the Musician-in-Residence with administration, including library management, peripatetic lessons and event preparation.
- Attend rehearsals and be a strong role model for student musicians, encouraging participation and fostering a positive, inclusive musical environment.
- Be present at all major College musical events and support the Director of Music in their organisation and delivery, including but not limited to the Christmas, Spring and Picnic Concerts, as well as wider College events such as Open Mornings and Exhibition Day.
- To participate in the co-curricular programme by supervising activities at lunchtime and after school and at weekends.
- To provide classroom assistance to teaching staff.
- To fulfil boarding duties as follows:-
  - one evening and overnight duty per fortnight (6.10pm – 8.30am) during term time;
  - four weekends (Saturday 8.30am – Monday 8.30am) on duty during the year;
- To assist with the evening / weekend activities programme, and to accompany boarders' trips during weekday evenings and at weekends as required when on duty;
- To attend boarding staff meetings as appropriate;
- To make a full and active contribution to the Ratcliffe Boarding Community;
- To assist with Prep duty in the Preparatory School as directed by the Deputy Head of the Preparatory School;
- to assist with morning gate duty, Year 7 morning duty and cover Senior School Prep when there is a Senior School Parent Teacher meeting as directed by the Senior Deputy Head;
- To assist with the Summer School (4 weeks during summer holidays) and the Immersion Programme, 1 week each during 2 half term holidays

To undertake any other reasonable duties requested.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Having completed, or studying towards, a degree in Music or a closely related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Intention to pursue a future career in teaching or music education.</li> </ul>
<b>MUSICIANSHIP</b>	<ul style="list-style-type: none"> <li>Strong practical musicianship on a principal instrument and/or voice.</li> <li>The ability to contribute confidently to musical ensembles and performances.</li> <li>The flexibility to apply musical skills in a wide range of contexts.</li> </ul>	<ul style="list-style-type: none"> <li>Good piano skills.</li> <li>An interest in liturgical music.</li> <li>Competence on more than one instrument and/or voice.</li> </ul>
<b>ORGANISATION AND ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>Willingness to assist with the day-to-day running of a busy Music department across the Prep and Senior Schools.</li> <li>Strong organisational and time management skills.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>A strong interest in Music education and in developing practical experience within a school setting.</li> <li>A positive, proactive, professional attitude and a willingness to learn from colleagues.</li> </ul>	
<b>PASTORAL</b>	<ul style="list-style-type: none"> <li>Willingness to live on site and contribute fully to boarding life as a resident boarding assistant.</li> <li>A commitment to supporting the wellbeing and safeguarding of boarders.</li> </ul>	<ul style="list-style-type: none"> <li>An interest in developing pastoral skills alongside musical and educational experience.</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>The ability to work effectively as a classroom assistant under the direction of teaching staff and Visiting Teachers across the age range.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children in an educational or musical context.</li> <li>The confidence and subject knowledge to support and potentially deliver KS3 lessons.</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](#) 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

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

 [www.ratcliffecollege.com](http://www.ratcliffecollege.com)  HR: 01 509 817089  [HR@ratcliffecollege.com](mailto:HR@ratcliffecollege.com)

