



RATCLIFFE
COLLEGE

Appointment of

STUDENT PASTORAL SUPPORTER (RESIDENTIAL)



**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
- **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.

THE
GOOD
SCHOOLS
GUIDE



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



**TPS or Defined Contributions
Pension Scheme**



**Professional Developmental
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
- Free health line for staff and their families



Sport and Leisure

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





“

Pupils have excellent attitudes to learning and considerable willingness to participate across all areas of their education.

ISI Inspectorate, 2022.

VACANCY

STUDENT PASTORAL SUPPORTER (RESIDENTIAL)

FIXED TERM - SEPT 2025 - AUGUST 2026

We are seeking a Student Pastoral Supporter (Residential) to support the well-being and development of students, particularly those in Years 7 to 11.

To commence as soon as possible with a fixed term contract until August 2026. There may be the possibility for the role to be renewed for a second year beginning September 2026, according to the needs of the College and the interest of the postholder.

This position will collaborate most closely with the Housemaster/Housemistress, Heads of Year and the Medical Department, but they may also be required to support the Deputy Head Pastoral, Director of Safeguarding, and the Assistant Head Boarding as appropriate. The primary responsibilities include being available for student consultations, directing them to appropriate

Student Support Services, and maintaining regular follow-ups to build and sustain supportive relationships. The postholder should be comfortable approaching pastoral support within the framework of a Catholic Rosminian worldview, but need not be a practicing Catholic or a follower of any other world religion.

Salary: £17,500 per annum.

**Closing date for applications
9.00am on Friday 5th September 2025.**

The School reserves the right to interview and appoint ahead of the closing date so early application is encouraged.

Should you have any questions about the role, please contact Mr James Rainer (Deputy Head, Pastoral) at jrainer@ratcliffecollege.com.



JOB DESCRIPTION

The main role of the Student Pastoral Supporter (Residential) is to support the well-being and development of students, particularly those in Years 7 to 11. This position will collaborate most closely with the Housemaster/Housemistress, Heads of Year and the Medical Department, but they may also be required to support the Deputy Head Pastoral, Director of Safeguarding, and the Assistant Head Boarding as appropriate. The primary responsibilities include being available for student consultations, directing them to appropriate Student Support Services, and maintaining regular follow-ups to build and sustain supportive relationships. The postholder should be comfortable approaching pastoral support within the framework of a Catholic Rosminian worldview, but need not be a practicing Catholic or a follower of any other world religion.

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.

To commence as soon as possible with a fixed term contract until August 2026. There may be the possibility for the role to be renewed for a second year beginning September 2026, according to the needs of the College and the interest of the postholder.

Student Support

1. Provide a listening ear for students experiencing friendship difficulties, behavioural issues, or other pastoral needs.
2. Develop and maintain a supportive rapport with students through regular, scheduled follow-ups.
3. Ensure that students feel heard, supported, and valued within the framework of a Catholic Rosminian worldview.
4. Be proactive in developing bespoke responses to the needs of students, and open a dialogue with parents, carers, and guardians to ensure that they are appropriately involved in the support of the student.
5. Participate in the development and implementation of pastoral care initiatives that promote student well-being and positive behaviour.
6. Contribute to workshops, assemblies, and other activities aimed at fostering a supportive school environment.
7. On the rare occasions a student is unable to attend lesson, contribute to the supervision and support arrangement.

Student Support Signposting

1. Guide students to internal support services, such as the Student Wellbeing Coordinator and the School Counsellor, and to external agencies as appropriate.
2. Maintain an up-to-date knowledge of available support services and resources.

Collaboration and Communication

1. Work closely with the Deputy Head Pastoral, Director of Safeguarding, Assistant Head Boarding, Housemaster/Housemistress, the Heads of Year, and the Medical Department to address and monitor student pastoral needs.
2. Maintain accurate records of interactions with students through CPOMS and share relevant information with the pastoral team in a timely fashion.
3. Attend regular meetings with the pastoral team to discuss student welfare and support strategies. This will be achieved through attendance at the Student Support Services team meeting and, where required, the Pastoral Meeting.

Boarding Duties

- 1.Undertake boarding duties in the girls' boarding house for two evenings and nights per week and for the equivalent of one weekend in every four. This will usually involve being on duty for one day and overnight (either Saturday or Sunday) every other weekend.
- 2.Providing pastoral support and supervision to boarding students during these times. Attendance at Boarding Community events, such as Mass and Boarders' Night Prayer, is encouraged, and will be required when on duty on those days.
- 3.Ensure the well-being and safety of boarding students, addressing any issues or concerns that arise during these duties.
- 4.Support the return of boarders on the first Sunday of each term, and be available to provide assistance during the May Bank Holiday Monday if required.
- 5.Support the new boarder induction weekend at the beginning of the Autumn Term.

Other Duties

- 1.Support with a co-curricular programme will be required, which will be dependent upon the skills and interests of the postholder. This may involve coaching a sports' team, leading or assisting a co-curricular activity, or participating in music ensembles.
- 2.Participate in the Prep School Morning Gate and Prep rota.
- 3.Supervise boarding and activities during the Summer Schools and Immersion programmes, working 4 weeks of the College's summer holiday and 1 week each over 2 of the half-terms during the year.
- 4.Support staffing in the Preparatory and Senior Schools according to need, such as in the case of the absence of a colleague.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS, EXPERIENCE AND TRAINING	<ul style="list-style-type: none"> • Good general level of education. This post particularly suits a recent university graduate, although those on a placement year will be considered, as will suitably qualified candidates regardless of age or any other protected characteristic, except where an occupational requirement exists (gender). • Awareness of safeguarding and child protection principles, with a willingness to undertake regular training. 	<ul style="list-style-type: none"> • Experience of working with young people in a supportive or mentoring capacity. • Experience of maintaining accurate written records. • Previous experience working in a school, boarding, or residential setting. • Experience in supporting adolescents with pastoral needs, including mental health and behaviour. • Experience working with parents, carers, guardians, and external agencies. • Experience delivering small-group sessions, workshops, or assemblies. • Training in Mental Health First Aid, counselling skills, or youth support. Further training will be provided to the postholder. • Coaching qualifications, musical skills, or other co-curricular expertise.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Ability to build trusting, supportive relationships with adolescents. • Strong interpersonal skills: empathetic, approachable, and non-judgemental. • Clear and compassionate communication skills, both written and oral. • Ability to work effectively as part of a team and with colleagues across pastoral, co-curricular, and academic areas. • Ability to maintain confidentiality and exercise discretion. • Organised and reliable, able to follow up consistently with students and manage competing responsibilities. • Flexibility and adaptability to respond to student and school needs. • Commitment to supporting student well-being within the ethos of a Catholic Rosminian school. 	<ul style="list-style-type: none"> • Familiarity with pastoral record-keeping systems (e.g. CPOMS). • Understanding of the particular needs of students of different ages, but particularly those aged 11-16.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Integrity, resilience, patience, and emotional stability. • Genuine commitment to the welfare, safety, and development of young people. • Willingness and capacity to undertake residential boarding duties, including evenings, overnights, and weekends. • Willingness to contribute to the wider life of the school through co-curricular involvement 	

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.



EST. 1844

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

Children of staff who are eligible for the School receive staff discounts on fees currently set at 50% of the day fees (this benefit may be subject to means-testing in the future). Free lunches and coffee are available.

Furthermore, the School participates in the Teachers’ Pension Scheme to a limit of 23.68% employer contributions. Further required employer contributions, beyond 23.68%, are met by the employee. An alternative defined contribution pension scheme is also offered with employer contributions set at 23.68%. Teaching staff can move between schemes.





EST. 1847

RATCLIFFE
COLLEGE

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