



RATCLIFFE
COLLEGE



Appointment of

LEARNING SUPPORT ASSISTANT PREPARATORY SCHOOL - 1:1 SUPPORT

To be reviewed on a termly basis

Required from September 2025

Encouraging **Big-Ideas**

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HEADMASTER 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.





OUR MISSION

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

Here at Ratcliffe College, the notion of encouraging big ideas is something that goes right back to our Rosminian heritage also, and it sits firmly at the heart of our school today. Ratcliffe is a place where you are never on your own, someone has always got your back, we believe in bringing people together and supporting their ambitions. We believe that when you encourage a young person to think big, you encourage them to be their very best; both inside and outside of the classroom.

[View our Strategic Development Plan](#)

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an HMC and IAPS, 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.

Ratcliffe is organised on a Year basis in the Senior School. Individual Year Groups are led by a Head of Year, assisted by a team of Form Tutors.

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
- **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

There are over 300 members of staff at Ratcliffe College, with the Support Staff Team led by the Director of Finance and Operations.

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. Boarding at Ratcliffe provides a world of opportunities and benefits to support students alongside their studies, with a wide breadth of trips and boarding activities available during the week and at weekends.

Boarders' are drawn from both the United Kingdom and many other parts of the world, including a cohort of GCSE students (Academy players) who attend as part of our partnership with Leicester City Football Club.

The College also runs several short-term International boarding programmes throughout the year, including 3-4 Immersion taster experiences, an annual Summer School delivered by Ratcliffe staff and the Leicester City FC International Football Summer Camp.

All students, boarding or day, are assigned to a Form Tutor who oversees their day-to-day academic and pastoral progress. Boarding students are additionally supervised by the boarding staff team.



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

The Good Schools Guide

The detailed co-ordination and monitoring of boarding arrangements are the responsibility of the Deputy Head Pastoral (Mr J Rainer), with the support of the Housemaster (Mr J Estevez) and Housemistress (Mrs L Webster), all of whom live on site with their families. Whilst the Senior School is divided horizontally into Year Groups, the College community as a whole is cohesive, helped by the fact that the main school building houses a number of subject departments, as well as living and recreational areas.

Co-Curricular Opportunities - The 'Big Six'

The College operates a ten-day timetable of lessons over two weeks, from Monday to Friday (there are no Saturday morning lessons), but many day students remain after lessons have finished to do their prep under supervision or participate in the vibrant co-curricular activities programme. There is also a programme of activities each weekend, including Saturday inter-schools' sports fixtures. Most boarders remain resident in school throughout the weekend, and attend Sunday Mass in the College's beautiful chapel, as well as attending the Boarding Community Trip held every Sunday.

Balancing the academic programme, co-curricular activities provide many opportunities for the students to

participate in wider school life and contribute to their personal development. 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.

The quality of the programme is outstanding, and is a significant part of what makes Ratcliffe different or special as a school. A number of educational day and residential visits annually enhance the educational experience that students receive, while Activities Week in the last week of the Summer Term exemplifies perfectly the College's commitment to educating children for life.

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

The Good Schools Guide

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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 2023:

- 81% of all A-Level grades were A* - C
- 32% achieved A*/A, with a pass rate of 99.5% overall.

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.



ISI Independent
Schools
Inspectorate

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



360
Campus Tour



**Free lunch / beverages
during the day**



Free parking on-site



**Contributory Pension Scheme
and 4 times salary Life
Assurance Scheme**

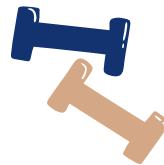


**Professional Development
opportunities**



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- 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)





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

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ISI Inspection, 2022

VACANCY

LEARNING SUPPORT ASSISTANT - PREPARATORY SCHOOL

1:1 support - To be reviewed on a termly basis

We are seeking to appoint an enthusiastic Learning Support Assistant to join our small and friendly Learning Support Department. The Learning Support Assistant will be required to take a key role, providing individual support to a student with special educational needs both in structured and unstructured times.

Experience of working with children with ASD and the ability to work with the individual child as well as small groups of children is essential.

This is a fixed term role which will be reviewed on a termly basis. The successful candidate will be required to work 15 hours per week, worked over five days per week, term time only.

Salary

£7,318 per annum pro rata (including 5.6 weeks holiday pay) - £12.32 per hour.

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and an open-source check will also be undertaken.

Closing date for applications : 9.00am on Monday, 30 June 2025

The School reserves the right to interview ahead of the closing date, early application is therefore encouraged.



PERSON SPECIFICATION

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> Committed to the ethos and aims of the school Shows initiative and enthusiasm Hard working and good stamina Works cooperatively within a team Shows flexibility and creativity Positive attitude to inclusion 	
Abilities	<ul style="list-style-type: none"> To support the development of learning to support the development of social skills and interactions To form nurturing and supportive relationships with a key pupil To work both with the individual child and small groups of children To maintain appropriate and supportive relationships with staff and parents 	<ul style="list-style-type: none"> An ability to support the child in PE lessons
Qualifications	<ul style="list-style-type: none"> 5 good GCSE passes including English and Maths, or equivalent Evidence of recent training in working with pupils with Specific Learning difficulties and / or neurodiversity 	
Experience	<ul style="list-style-type: none"> Experience of working with pupils with ASD at KS 1 and 2 Experience of working with pupils with Social, Emotional and Mental Health (SEMH) needs Experience of working with pupils with an EHCP 	<ul style="list-style-type: none"> Experience of adapting resources and activities to meet the needs of pupils with Specific Learning Difficulties Experience of delivering interventions to support SEMH needs Trained in delivering a Speech Language and communication program to support the needs of the pupil

JOB DESCRIPTION

Job Title: Learning Support Assistant (Preparatory School)

Responsible to: Special Educational Needs Co-ordinator (Preparatory School)

Accountable to: Deputy Head (Preparatory School)

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

Duties and Responsibilities

Special Educational Needs

- Take a key role in the provision of support for a student with special educational needs.
- Establish and develop productive working relationships with a student, acting as a role model, and developing 1:1 mentoring arrangements when required.
- Work cooperatively with the SENCo and class teachers

Support for Students

- Establish and develop supportive and nurturing working relationships with a key student under the guidance of the SENCo
- Provide support for a key student in a range of subjects at Key Stage 1 (Year 2)
- Understand the individual needs of a key student and how to motivate and encourage them to achieve and develop.
- Liaise with the SENCo and other teachers to work towards the outcomes listed in the EHCP
- Provide pastoral care as, and when, necessary.
- Provide feedback to the student and parents 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 the key pupil on educational visits.

JOB DESCRIPTION CONTINUED

Support for the School

- Work cooperatively with the SENCo of the Preparatory School
- 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 the student has 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 and use these to lead, advise and support others.
- 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 (SENCo) 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 a student 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.

HOW TO APPLY

Closing date for applications

9am on Thursday, 31st July 2025

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

Ratcliffe College reserves the right to interview and appoint ahead of the closing date and so early application is strongly encouraged.

LEGIS

PLENITUDO

FURTHER INFORMATION

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.

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





RATCLIFFE
COLLEGE

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