



**RATCLIFFE**  
COLLEGE

EST. 1847

Appointment of

**SCHOOL STAFF INSTRUCTOR (CCF)**

**PART TIME**

**3 DAYS PER WEEK / 40 WEEKS PER 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, MEd, MSc, MCCT
- **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.



1914

1939



1914  
LLOYD C. BROADHAM J. BIRNHAM W. BEASINGTON T. BUTLER L. EBYRNE  
COLLIER WOOD H. CREMONINI H. CROUHY F. A. C. M. R. J. DONOVAN  
A. B. DE HOLLAND G. HOOKER M. HUDDLESTON A. H. V. C. HUNT L. KELLY  
HUGHES F. J. LEWIS J. W. MARSHALL J. M. A. R. DLE J. M. McGRATH  
W. A. SANG W. SUTTON

1939  
FRANKLID V. TALLEY F. A. BAILLON J. M. J. CORCORAN  
ABRAHAM J. JONES C. P. KING S. A. LUCY L. L. L. H. MAGINNIS  
E. C. JONES H. A. SMITH B. BAYNIA J. R. L. EY J. G. S. DINGTON  
W. C. NICHOLSON CAMPIGLI

FLETCHER J. C. DOHERTY M. C. GODFREY F. A. C. E.  
R. A. MILNER J. MURPHY DECONNOY BRIDGES  
A. SPENCER P. WILLIAMS J. S. WOMAR J. P. BARRY

# 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 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



**Sport and Leisure**

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



# VACANCY

## SCHOOL STAFF INSTRUCTOR (CCF)

To assist with the running and organisation of the CCF Cadet contingent at the College and to participate fully in CCF activities, leading activities such as expeditions as required. To support the planning and leading of the Outdoor Education provision in the Preparatory School and the Senior School. This will primarily be through the games and co-curricular activities programmes but may involve leading and supporting trips and visits to enrich this programme. To support the College's summer school and half-term boarding camp programmes, through helping to plan and lead activities within them.

The role will involve occasional weekend work, holiday work, and the postholder is likely to support whole school initiatives such as Open Mornings, Induction Day activities and outreach work in support of the Admissions and Marketing Department.

- Equivalent of 2.5 days per week, CCF SSI
- Equivalent of 0.5 days per week, Duke of Edinburgh Assistant Manager
- Hours of work will be agreed according to operational need with the Head of Outdoor Education. These may change throughout the year.
- Term Time plus 8 weeks. All holidays must be taken out of school terms.
- Some weekend working will be required for the CCF SSI, as will involvement in expeditions and exercises during the school holidays.
- It will be expected that the School Staff Instructor is available to support some of the College's Summer School activities programme in addition to the College's half-term boarding camps.



# JOB DESCRIPTION

REPORTS DIRECTLY TO: Head of Outdoor Education (CCF Contingent Commander)

FUNCTIONAL RESPONSIBILITY: The member of staffs responsible for The Duke of Edinburgh's Award and the College's half-term and summer school programmes.

OTHER REGULAR RELATIONSHIPS: Teachers, Students, Support staff, Volunteers, Parents

## MAIN RESPONSIBILITIES - CCF

The SSI will support the Contingent Commander in the planning, preparation and delivery of a suitable CCF programme. In addition to attending all training, they shall be directly responsible for the following:

### Administration

#### Stores Accounts

- The control and maintenance of the Contingency clothing accounts, and records of issues and receipts for all Service Sections.
- The preparation of the contingency clothing accounts for periodic (six monthly) audit by the Administrative Assistants of each Service Section.
- The centralising of all demands for new clothing items because of kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all books of account.
- The control and maintenance of the Contingent ammunition account.
- The control and maintenance of the Contingent loan stores account.
- The raising of issue and receipt vouchers for all loan stores.
- The control and maintenance of the Contingent ration account.
- The control and maintenance of the Contingent radios.
- The control and maintenance of the special store register.

### Westminster / BADER

- Responsible for the updating of Westminster and BADER, cadet records, weekly registers, and all personnel qualifications in accordance with CCF regulations.

### Works Services

- The submission of all maintenance work services to the Contingent Commander on CCF property supplied by or partly maintained by EMRFCA.
- The follow-up to all such requests.

### Annual Inspections

- The preparation for inspections of all items under the following headings:
- Security Reports, ledgers, documents.
- Ammunition Ammunition, account records, documentation.
- Armoury Documentation, workshops, procedure issues.
- Stores Documentation.

## Security

- You are the Assistant Unit Security Officer and must maintain currency in this role.
- Assist the Contingent Commander with the security of the armoury and ammunition stores' keys.
- The physical changing of the security keys every six months, notifying the Contingent Commander.
- As the second key holder share the callout cover during term time and the school holidays.

## Conferences

- Attend all Brigade SSI conferences.

## Indoor Range/Hangar

- Assist the Contingent Commander with the provision of Small Bore Shooting at Ratcliffe.
- The control, cleaning, and maintenance of the school indoor .22 range and hangar, liaising with the maintenance department and EMRFCA as required.

## Quartermasters Stores

- The physical maintenance and operation of a Quartermaster's Stores.
- The physical maintenance and operation of a laundry service for returned soiled clothing, bagging, delivering, and returning these items to the laundry.
- The physical operation and maintenance of a tailoring service for new clothing items, bagging, delivering, and returning these items to the tailors.
- The preparation and submission each term of bills to the Contingent Commander for the recovery of money from parents for kit losses.
- Responsible for all MEI's.

## Ammunition Store

- The physical maintenance and operation of the ammunition stores.
- The physical collection and/or delivery of ammunition to/from Chilwell, Nottingham.
- The operation and recording of ammunition expenditure certificates.

## Armoury

- The physical maintenance and operation of the armoury (weapons stores).
- The cleaning and maintenance of all weapons.
- The operation of a daily issues book, a security check register and a workshops repair book.
- The physical distribution and collection of weapons for repair to the MOD.

## Rations

- The physical maintenance and operation of the ration account.
- The physical collection of compo rations from MOD.



## Loan Stores

- The physical maintenance and operation of the loan stores account.
- The physical collection of loan stores from MOD prior to training.
- The physical return of loan stores to MOD after training.

## Camps

- The operation of administrative support for the Contingent in the field.

## Reconnaissance

- Attend all recesses of proposed training.

## Bids

- Assist the Contingent Commander with the preparation of the following:
- Centralised bidding for MOD ranges and training areas from the relevant agencies.
- Centralised bidding for transport from the MOD Transport Agency.
- Centralised bidding for training stores for camps and exercises.
- Centralised bidding for officers and cadet courses
- Centralised bidding for CTT support
- Centralised bidding for ammunition for training.

## Other Duties

- Contributions to other parts of school life will, at times, be required.
- Any other duties required to manage the CCF at Ratcliffe College.
- Support the planning and delivery of a co-curricular programme focussed on adventurous activity, outdoor experience and Mountain Biking. The scope of this programme may extend to both the Preparatory School, the Senior School, half-term boarding camps and the Summer School. These activities could take place during lunchtime on the days CCF parade during evening activities, or during evening activity slots on days that CCF does not parade. It may also take place within the Games programme.
- Explore all opportunities to allow Ratcliffe College's CCF and adventure activities to compete in regional and national competitions.
- Be responsible for the upkeep of the College's stock of mountain bikes and associated equipment.
- Support the delivery of The Duke of Edinburgh Award, particularly by preparing for, organising, and assisting on DofE Training, Practice and Assessed Expeditions. The postholder will be expected to undertake Assessor training, if not already held.
- In liaison with the member of staff responsible for The Duke of Edinburgh's Award, assist as required with the delivery of the Duke of Edinburgh's Award training sessions to all DofE students. This will also include supporting the Manager with student induction and progression meetings.
- Assist the members of staff responsible for The Duke of Edinburgh's Award to manage the stores, checking that the stores are suitably stocked with appropriate safety-assured equipment in good time for expeditions, and assisting with the distribution and return of equipment.
- The postholder's support of The Duke of Edinburgh's Award is managed through liaison with the member of staff in charge of the Award.

# PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Driving Licence</li> <li>• Willing and able to work towards some or all of the desirable qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Range Management Qualifications (K Qual, RCO)</li> <li>• Exercise Management Qualifications (M Qual, SPO)</li> <li>• Skill At Arms Instructor</li> <li>• Duke of Edinburgh's Award Scheme Supervisor or Assessor</li> <li>• Mountain Leader (Summer) or Hill/Moorland Leader</li> <li>• Cat D1 LicenceClimbing Instructor</li> <li>• Paddlesport Instructor, Coach or Leader</li> <li>• Mountain Bike Instructor</li> <li>• Archery Instructor</li> <li>• PPE Inspector</li> <li>• First Aid at Work</li> <li>• DCCT Operator</li> <li>• Obstacle Course Supervisor</li> </ul>
<b>Knowledge, Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Instructional experience with an ability to coach staff and cadets in cadet syllabus matters</li> <li>• Ability to work independently</li> <li>• Experience of planning, prioritising and organising resources and events to tight deadlines under pressure</li> <li>• Excellent communication skills</li> <li>• The ability to promote and maintain high professional standards and challenge actions that go against protocol</li> <li>• Experience of managing accounts, budgets and maintaining accurate documentation</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of computer technology and Management Information Systems (including 'Westminster' &amp; 'Bader')</li> <li>• A good understanding of the Army Cadet Safety Management System (ACSMS)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and the welfare of students</li> <li>• Commitment to the ethos and aims of Ratcliffe College</li> <li>• Empathetic</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





EST. 1847

# RATCLIFFE

COLLEGE

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



[www.ratcliffecollege.com](http://www.ratcliffecollege.com)



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