



RATCLIFFE
COLLEGE

Appointment of

SENIOR HOUSEMASTER (RESIDENT)

Candidate Information Pack

**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 Charitas* 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 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.

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





**ONE FAMILY,
ONE SCHOOL.**

THE OPPORTUNITY

Ratcliffe College is seeking to appoint an outstanding **non-teaching resident Senior Housemaster** to lead one of our boarding houses and play a central role in shaping the lived experience of boarding within our thriving Catholic community.

This is an exciting opportunity to join a College where boarding is a key strategic priority, and where inspection evidence from December 2025 highlights a high-quality pastoral environment in which pupils feel safe, supported and develop a strong sense of belonging.

About the Role

The Resident Senior Housemaster is responsible for the pastoral care, welfare and personal development of all pupils in the House, leading a dedicated team of boarding staff to create a warm, structured and aspirational “home from home”.

You will play a vital role in ensuring that boarders:

- Feel known, valued and supported
- Develop independence, responsibility and resilience
- Fully engage in the academic, co-curricular and spiritual life of the College

Working closely with the Assistant Head (Boarding and Mission), you will help deliver a boarding experience that reflects the College’s ambition to be a sector leader in pastoral care and community life.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is one of England's leading Catholic independent day and boarding schools, set in 200 acres of beautiful Leicestershire countryside at Ratcliffe on the Wreake. Founded in 1847 by the Rosminian Fathers (Institute of Charity), the College provides an outstanding co-educational day and boarding education for 900 pupils aged 3 to 18, from Nursery through to the Sixth Form.

At Ratcliffe our Rosminian charism is lived authentically and where pupils grow in confidence, compassion and service. Boarding is central to this mission. It is a community where:

- Relationships are rooted in dignity, respect and care
- Pupils from different cultures are warmly welcomed and fully integrated
- Prayer, reflection and shared experience help foster a genuine sense of belonging

The Resident Senior Housemaster plays a key role in sustaining and developing this culture.

THE ROLE

Key Responsibilities

- Lead and manage the House team, ensuring high standards of pastoral care
- Act in loco parentis, supporting the wellbeing and development of all boarders
- Create a strong House identity and culture, promoting belonging and pride
- Oversee the evening and weekend programme, ensuring it is engaging and varied
- Monitor and support the academic progress of boarders in partnership with teaching staff
- Maintain strong relationships with parents and guardians
- Ensure compliance with safeguarding requirements and National Minimum Standards for Boarding

The Person

We are seeking a candidate who:

- Has experience in boarding or pastoral leadership
- Is a strong, visible and relational leader, able to build trust with pupils and staff
- Has high expectations and a commitment to outstanding pastoral care
- Is organised, resilient and able to manage a dynamic residential environment
- Is committed to supporting and promoting the Catholic Life and Mission of the College

As a Catholic Rosminian school, we particularly welcome applications from practising, baptised Roman Catholics. Applications are also welcomed from candidates of other faiths or none, provided they are willing to support and actively promote the Catholic Life and Mission of the College.



What We Offer

A salary of £39,949 plus suitable accommodation according to the needs of the successful candidate, in addition to fee remission of 50% for any school-age children (subject to the meeting of entrance requirements). This is a full-time, non-teaching position.

This opportunity is underpinned by:

- A genuinely purposeful leadership role within a strong pastoral system
- The opportunity to shape the experience of boarding within a growing and ambitious school
- A supportive and values-driven community, rooted in faith, service and belonging

This is a role for someone who understands that successful boarding is not just about organisation, but about relationships, presence and culture. At Ratcliffe, you will not simply run a boarding house. You will lead a community in which young people grow, belong and flourish.

For more information about this role, please contact the Deputy Head Pastoral, **Mr James Rainer** (jrainer@ratcliffecollege.com), or the incumbent Housemaster, **Mr Jose Estevez** (jestevez@ratcliffecollege.com).





PURPOSE OF THE ROLE

The Resident Senior Housemaster is responsible for the pastoral care, welfare and personal development of all students within the House, ensuring that the boarding environment provides a safe, structured and welcoming home from home.

The Resident Senior Housemaster will lead a vibrant residential community in which boarders are encouraged to be ready to embrace the opportunities of boarding, to act responsibly in their relationships with others, and to be responsive to the sense of belonging that our students can find at Ratcliffe.

The postholder will lead the House team in delivering outstanding pastoral care, fostering a strong House community and ensuring that the highest standards of behaviour, wellbeing and personal development are maintained.

Working closely with the Assistant Head (Boarding and Mission) and other pastoral leaders, the Resident Senior Housemaster plays a central role in supporting the academic progress, personal development and wellbeing of all boarders.

The Resident Senior Housemaster is a non-teaching pastoral leadership role and is expected to contribute fully to the wider life of the College, particularly through the co-curricular and pastoral programmes.

The Resident Senior Housemaster is required to live in the designated House accommodation during term time.

The Resident Senior Housemaster will also support the staffing of the College's holiday camps in half-terms and during the Summer School.

The terms of occupancy of College accommodation require any cohabiting couples to be married.

KEY TASKS AND RESPONSIBILITIES

Pastoral Care and Welfare

- Act *in loco parentis* for all students within the House.
- Provide a caring, disciplined and supportive environment that promotes the wellbeing and personal development of boarders.
- Maintain high expectations of behaviour, conduct and appearance.
- Foster a strong House spirit and a culture of mutual respect and responsibility.
- Support students through the challenges of boarding life, particularly those who may be far from home or adjusting to a new environment.
- Maintain regular communication with parents and guardians and ensure that the House serves as an appropriate first point of contact for families.
- Actively seek and respond to student voice in shaping the lived experience of life in the Boarding House.

Academic Support

- Take an active interest in the academic progress of boarders.
- Liaise closely with pastoral leaders, tutors, Heads of Department and subject teachers to support students' academic development.
- Ensure appropriate study routines and expectations within the House.
- Meet regularly with boarders to support their academic progress and personal organisation.

House Leadership

- Develop and sustain a distinctive House culture that reflects the values of the College and fosters pride, belonging and leadership among boarders.
- Lead and manage the House staff team, ensuring effective communication and collaboration.
- Be a champion for boarding, taking every opportunity to promote it within the school community.
- Organise and oversee duty rotas for boarding staff and ensure that staff fulfil their regular responsibilities within boarding, including tutoring duties where appropriate.
- Ensure appropriate supervision of students outside the school day.
- Support the professional development and wellbeing of members of the House team.

International Programmes, Immersion and Summer School

- Provide strategic oversight of the College's immersion programmes and summer school provision, which includes in-term immersion programmes, half-term boarding camps, and residential Summer Schools.
- Line manage the Summer School and Immersion Programme Coordinator.
- Work with the Coordinator to develop high-quality programmes for visiting international students that promote language development, cultural understanding and engagement with the life of the College.
- Ensure that immersion and summer programmes support the College's international recruitment strategy and contribute to the long-term growth of boarding.
- Develop opportunities for visiting students to experience the College's boarding and wider co-curricular life.
- Support the staffing of the half-term boarding camps and residential Summer School as required.
- Act as the Educational Visits Coordinator for these programmes.

Recruitment, Admissions and Marketing

- Assist the Headmaster and Registrar with the promotion and marketing of boarding and the admission procedures for boarding students.
- Contribute to the strategic direction of student recruitment and retention through membership of the Recruitment, Admissions and Marketing committee.
- Work closely with the Admissions, Marketing and Communications teams to ensure that current and prospective families, guardians and agents have a clear understanding of the College's pastoral care and boarding provision.
- Engage with prospective families, agents and guardians as required to promote the boarding experience at the College.
- Oversee the production of communications for boarding parents, including newsletters, and ensure that the boarding content on the College website and the College's social media channels remains up to date.

Pastoral Management

- Act as one of the College's Deputy Designated Safeguarding Leads (DDSLs) and contribute to the work of the Student Support Services team.
- Meet with parents and support pastoral and safeguarding casework as required.
- Support the Director of Safeguarding in monitoring online safety concerns and reporting systems relating to boarders, taking appropriate action where necessary and supporting training for boarding staff.
- Keep abreast of developments in pastoral care, boarding practice, adolescent wellbeing and technology, leading the professional development of boarding staff in these areas.
- Act as a daily, visible presence across the boarding and day communities, and within both the Preparatory School and Senior School, building trust and rapport with pupils, parents and staff.
- Support the promotion of high standards of behaviour and adherence to College pastoral policies.

Boarding Life and Community

- Promote the Catholic Rosminian charism of the College within the life of the House, including participation in prayer and the spiritual life of the community. This includes attendance at Boarders' Night Prayer and the weekend Community Mass (Saturday evening or Sunday morning) whilst on duty.
- Ensure that a varied and engaging evening and weekend programme is available for boarders and routinely evaluate student views of this programme.
- Encourage participation in co-curricular activities and the wider life of the College.
- Support College events and activities where appropriate.
- Encourage the development of student leadership within the House, including the effective use of House Prefects.

Safeguarding and Compliance

- Always promote and safeguard the welfare of all students and record and report any concerns in accordance with the College's safeguarding policies and procedures.
- Ensure that the House operates in accordance with the National Minimum Standards for Boarding Schools.
- Maintain appropriate records relating to boarding students.
- Liaise with the Assistant Head (Boarding and Mission), Deputy Head Pastoral and/or the Director of Safeguarding regarding any safeguarding, pastoral or welfare concerns.

Administration and Organisation

- Oversee the organisation and administration of the House, including attendance registers, leave arrangements and communication with parents.
- Maintain accurate pastoral and safeguarding records relating to boarding students.
- Ensure that the House environment is safe, well maintained and conducive to the wellbeing of students.
- Work with support staff and the Estates team to ensure the effective upkeep of the House.
- Administer the House budget for sundries where applicable.
- Ensure that the Boarding House is prepared for the start of every term and half-term, which will include directing staff to specific tasks and checking that the House is compliant with the requirements of the National Minimum Standards for Boarding School before any students are resident.

Working Arrangements

The Resident Senior Housemaster is expected to be available to students from the day before the start of term until the morning following the end of each half-term, except during agreed periods off duty. It is expected that the postholder will work as required during school holidays to ensure that the Boarding House is prepared for the start of every term and half-term.

The Resident Senior Housemaster will normally have:

- Two nights off duty during the week, which includes one continuous 24-hour period off duty.
- Two weekends off duty in every eight-week cycle.
- Two additional weekends where they are resident but not formally on duty. It would be expected that the Resident Senior Housemaster supports an element of the weekend boarding provision on these weekends.
- Duty arrangements may vary according to the operational needs of the boarding community, as the Resident Senior Housemaster must ensure that there is always adequate supervision within the boarding house. This could include supporting staffing in the girls' House or having to rearrange a period of off-duty at short notice.

The Resident Senior Housemaster will also contribute to the staffing of the College's holiday programmes.

General

- Attend and contribute to Pastoral Meetings, Student Support Services meetings, and boarding staff meetings.
- Attend College Open Days and Open Evenings, in addition to any Boarding-specific marketing events.
- Be a visible presence at new starters and induction events, taking a lead on arranging any boarding taster events and stays or ad hoc taster stays for day students.
- Support school functions and events as appropriate, whilst also encouraging boarders to attend these events.
- Work in accordance with the College's policies and procedures.
- Undertake any other reasonable duties as requested by the Headmaster, Deputy Head Pastoral or Assistant Head (Boarding and Mission).

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. The postholder must comply with the College's Safeguarding and Child Protection Policy at all times.

PERSON SPECIFICATION

Essential

- Experience of boarding or pastoral leadership (for example, as Housemaster/Housemistress, Deputy Housemaster/Housemistress, Head of Year or equivalent role)
- Proven ability to provide high-quality pastoral care, with a strong understanding of adolescent development, wellbeing and behaviour
- Demonstrable commitment to safeguarding and child protection, with the ability to implement policy, maintain accurate records and promote a strong safeguarding culture within a residential setting
- Secure knowledge of safeguarding requirements and relevant statutory guidance, including the National Minimum Standards for Boarding and Keeping Children Safe in Education
- Ability to act *in loco parentis* with sound professional judgement, emotional intelligence and appropriate boundaries
- Strong leadership and team management skills, with experience of leading, supporting and developing staff
- Excellent interpersonal and communication skills, with the ability to build positive relationships with pupils, parents, colleagues and external stakeholders
- A visible, approachable and consistent leadership presence suited to a residential community
- High expectations of behaviour, conduct and personal standards, with the ability to apply these consistently and fairly
- Strong organisational and administrative skills, with the ability to manage a busy and dynamic boarding environment
- Ability to support and monitor pupils' academic progress in collaboration with teaching staff
- Commitment to contributing fully to the wider life of the College, including co-curricular and boarding programmes including half-term and summer school programmes.
- Willingness to live in school accommodation and undertake the demands of a residential role
- A practising Roman Catholic, or a Christian with a strong commitment to supporting and promoting the Catholic Life and Mission of the College

Desirable

- Experience of working in a full boarding environment
- Experience of inspection processes (ISI and/or National Minimum Standards for Boarding compliance)
- Experience of working with international students and supporting cultural integration
- Experience of leading or developing boarding activities, trips or weekend programmes
- Experience of using pastoral or safeguarding information systems
- Understanding of the independent school sector and boarding market
- Experience of contributing to recruitment, marketing or promotion of boarding

TERMS OF APPOINTMENT

| Term | Details |
|----------------|--|
| Role Title | Senior Housemaster |
| Reporting line | Assistant Head (Boarding and Mission) |
| Contract type | Permanent, full-time, residential. The postholder is entitled to 5.6 weeks of leave (including bank holidays). |
| Start Date | September 2026 (or January 2027 for the right candidate) |
| Location | Ratcliffe College, Ratcliffe on the Wreake, Leicestershire LE7 4SG |
| Salary | £39,949 per annum |

HOW TO APPLY

We welcome applications from candidates of all backgrounds. Ratcliffe College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and satisfactory references.

To apply, please complete the application form, ensuring that your supporting statement clearly addresses all relevant criteria outlined in the Person Specification. You should provide specific examples from your career to demonstrate how you meet these requirements.

For more information about this role, please contact the Deputy Head Pastoral, Mr James Rainer (jrainer@ratcliffecollege.com), or the incumbent Housemaster, Mr Jose Estevez (jestevez@ratcliffecollege.com), for an informal conversation.

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.

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
TAKE A LOOK AROUND
OUR VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Defined Contributions Pension Scheme.



Staff Wellbeing

- 50% school fees remission for dependents (subject to meeting entrance requirements)
- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor



Suitable accommodation (Benefit in Kind)



Professional Developmental opportunities



Sport and Leisure

- Free use of the on-site gym (at specified times)



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
- Prohibition from Teaching / Management (where applicable)

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GO ANYWHERE.**





EST. 1847

RATCLIFFE

COLLEGE

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



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HR@ratcliffecollege.com



LEGIS PLENITUDO CHARITAS