



RATCLIFFE
COLLEGE



Appointment of

LEARNING SUPPORT ASSISTANT

Required for September 2024

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 Caritas: 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](#)



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

ISI Inspection, 2022

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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.

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

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

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 and annual Summer School.

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.



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

The Good Schools Guide





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.



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



Lunch and beverages throughout the day



Free parking on-site



Contributory Pension Scheme and Remission on School Fees



Term-Time working hours



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)





VACANCY

LEARNING SUPPORT ASSISTANT

REQUIRED FOR SEPTEMBER 2024

Ratcliffe College Senior School is seeking to appoint an enthusiastic Learning Support Assistant to join our small and friendly Learning Support Department.

A Level 2 or 3 Certificate in Teaching and Learning in Schools (or equivalent) is welcomed, but not essential.

The Learning Support Assistant will provide:

1. Support for Students

Support for groups and individual students, as directed by the SENCO / class teacher.

2. Support for Teachers

Within an agreed system of supervision, work with the teacher to develop lessons, work plans and the classroom environment.

Hours

Term-Time + 1 week / 35 weeks per year).

Salary

£16,754, including 5.6 weeks holiday pay, per annum. (FTE £22,990).

Closing date for applications

9.00am, Thursday 25th April 2024

The College reserves the right to interview ahead of the closing date. Applicants are encouraged to apply early.



JOB DESCRIPTION

Duties and Responsibilities

Support for Students

- Provide learning support for groups and individual students, as directed by the SENCO / Learning Support Co-ordinator.
- Understand the individual needs of students and how to motivate and encourage them to achieve and develop.
- Provide pastoral care as, and when, necessary.
- Provide feedback to students in relation to progress and achievement.
- Liaise with the SENCO and other teachers to develop and implement the strategies listed on the students' SEND profile
- Deal with minor incidents
- Encourage pupils to interact and work co-operatively with others and engage in all activities.

Support for Teachers

- Within an agreed system of supervision, work with the teacher to develop lessons, work plans and the classroom environment.
- Feedback the achievements of students to colleagues through the agreed monitoring systems.
- Report on student achievements.
- Be proactive in supporting positive behaviour to promote independence and integration.
- Provide other administrative support including dealing with photocopying, correspondence, compilation/analysis/reporting on attendance, making phone calls and liaison with relevant bodies (for example, feeder schools).
- Accompany teachers and classes on educational visits.

Support for the 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 all students have equal access to opportunities to learn and develop.
- Contribute to 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 regarding timetable arrangements.
- Undertake the invigilation of tests.
- Provide support for the implementation of Access Arrangements, such as acting as a Reader or Scribe for a student as necessary.

JOB DESCRIPTION

CONTINUED

Special Educational Needs

- Take a key role in the provision of support for students with special needs.
- Establish and develop productive working relationships with students, acting as a role model, and developing 1:1 mentoring arrangements when required.
- Work co-operatively with other members of staff in the LS department.

General

- To work according to the School's policies and procedures.
- 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.

The Learning Support Department comprises the SENDCo, Ms Liz Johanson, Deputy SENDCo, Mrs Eleanor Waters, both of whom hold a SplD Postgraduate Diploma, Learning Support Co-ordinator and part time teacher Mrs Lucy Davids, 1 additional part time teacher, and 6 Teaching Assistants

In the Senior School, students with a special educational need can attend Learning Support groups in place of one of their language options during Years 7 to 9 and by not taking a Modern Foreign Language at GCSE.

Terms of Employment

- This is a full time, post of 35 weeks, term time plus 1 week.. Hours will be somewhere in the region of 8.15am to 4.15pm with some flexibility.
- The salary is £16,754, including 5.6 weeks' holiday pay. Salaries will be paid in equal monthly instalments.
- 5.6 weeks holiday pay is included in the above annual salary, all holidays must be taken during School holiday times.

This post is subject to Support Staff terms and conditions of employment.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE (or equivalent) at Grade 5 or above 	<ul style="list-style-type: none"> Level 2 or Level 3 Certificate in Supporting Teaching and Learning in schools
Abilities	<ul style="list-style-type: none"> Ability to support the development of mathematics and literacy skills at Key Stage 3 and 4 Ability to maintain appropriate and supportive relationships with children, staff and parents 	
Experience	<ul style="list-style-type: none"> Experience of working with pupils with a range of learning needs in Key Stage 3 & 4 	<ul style="list-style-type: none"> Experience of delivering/supporting mathematics/literacy interventions
Skills	<ul style="list-style-type: none"> Good interpersonal and communication skills Good organisational skills Knowledge, understanding and competence in ICT 	
Knowledge	<ul style="list-style-type: none"> Knowledge of the National Curriculum for Key Stage 3 and / or 4 	<ul style="list-style-type: none"> Knowledge of the barriers to learning experienced by learners with SEND
Personal Qualities	<ul style="list-style-type: none"> Committed to the aims and ethos of our Catholic school and of independent education Good Initiative and enthusiasm Works cooperatively within a team Shows flexibility and creativity in working practice and approach Positive attitude to use of authority and maintaining good standards of behaviour 	

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

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

Closing date for applications: 9.00am, Thursday, 25 April 2024.



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

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



www.ratcliffecollege.com



HR: 01509 817089



HR@ratcliffecollege.com

