



RATCLIFFE
COLLEGE



Appointment of

HEAD OF PREPARATORY SCHOOL AND EYFS

(EYFS - YEAR 6)

FROM 1ST SEPTEMBER 2025

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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.





LEARNING AND GROWING IN
THE LIGHT OF THE GOSPEL.

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](#)

BACKGROUND

Ratcliffe College is a co-educational day and boarding school with over 900 students aged between 3 and 18 years. Ratcliffe College is a Roman Catholic school with a Rosminian Charism. All staff and students are expected to support our mission, aims and ethos, attending School Assemblies and, when they occur, School Masses. The majority of students are of above average ability. Each year, a large majority of Year 11 students obtain 9 or more GCSE passes at Grade C or above, and almost all Sixth Formers proceed to Higher Education.

Our small class sizes allow for individual attention, and children are taught in bright, well-resourced classrooms in our award winning designed, dedicated Preparatory School building, opened in 2014. The Preparatory School has its own Computer Suite and an expanding Library. There are specialist teachers to support children with special educational needs, including the Prep School SENCo in a dedicated room and also a specialist Music teacher. All children are taught by specialist French and PE teachers. In Year 6, children are taught by specialist teachers from the Senior School for French, Spanish, German, Science, Art, Design Technology, ICT, Music and Drama. This helps the transition between Key Stage 2 and 3. As well as meeting National Curriculum subject requirements, all children learn MFL and there is considerable emphasis on subjects such as Physical Education and Music. We work hard to develop the whole child with the breadth of our curriculum so they can make informed decisions in Senior School based on their own experiences of learning in the Prep School.

Children participate in co-curricular activities, notably Chaplaincy, Drama, Music, Sport and various House competitions. Sports fixtures against other schools are arranged for pupils in Years 4 to 6. There is a programme of educational day visits for all year groups, to complement work completed in the classroom.



An extended day is offered to all children as part of the standard day fees. The school day is from 8.25am to 4.10pm (3.30pm for EYFS, Years 1 and 2). Supervision is available from 8.00am and children may stay at School after 4.10pm until 6.00pm. They are provided with Tea and are able to complete their homework in School. Some team practices and other educational activities take place after school. All staff are expected to contribute to duties and co-curricular activities within school.

Ratcliffe College is home to overseas boarders and children from across the UK. Boarding is available for children in Year 6 and above. Boarders' living accommodation is situated in two wings within the main school building, one for boys, the other for girls, effectively forming a co-educational boarding house of approximately 100 students. There is a dedicated boarding staff team, all of whom have other positions of responsibility at Ratcliffe, mostly as teachers. Recent inspection reports all refer to the outstanding strength of pastoral care and of the boarding community generally.

The current Preparatory School is two-form entry in Years Reception to Year 4, and three-form entry in Years 5 and 6 (with up to 20 pupils per class). There are currently 16 full-time Class Teachers in addition to the Deputy Head and Director of Curriculum and Head of EYFS; 8 Classroom Teaching Assistants; a full-time Head of Sport and a part-time Girls' Games Teacher, a specialist Music Teacher; a SENCo and a full-time Learning Support Teacher; and two dedicated Preparatory School Administrators. The Head of EYFS oversees, 3 Reception Teachers, 2 Pre-School Teachers and 5 Teaching Assistants.



The Preparatory School boasts specialist classrooms for Science and Food Technology, ICT, Music and a Library, and benefits from its own Sports Centre (a four-badminton court size Sports Hall, and a 25-metre indoor heated swimming pool).

In May 2022, Ratcliffe College was inspected by the Independent Schools Inspection (ISI). The Inspectors found that attitudes to learning are very positive. Pupils are actively involved in lessons and want to succeed. Attainment in the Prep School, including EYFS, is above the national average for maintained schools.

The College's Executive Team is the most senior joint committee, and is chaired by the Headmaster of the College, with the Senior Deputy Head, Deputy Head Pastoral, Assistant Head, Sixth Form, Assistant Head, Boarding, Head of Preparatory School, Director of Safeguarding and the Director of Finance and Operations in attendance. This group deals with all matters that affect the College including:

- Setting the whole College's aims and objectives through the Strategic Development Plan
- Quality Assurance, including staff induction and appraisal
- Staffing and timetabling, including shared staff
- Professional development
- Marketing and Admissions
- Development of teaching and learning
- Sharing facilities
- Student progression policies
- Liaison over the curriculum
- Budget-setting and estates/capital spending priorities
- Child Safeguarding and Welfare Management
- Health & Safety
- Risk Management

The aims and objectives of the College are the responsibility of the Senior Leadership Team who are extensively supported by a very active and supportive Governing Body.



IN THE PREP SCHOOL, ATTITUDES TO LEARNING ARE
VERY POSITIVE. PUPILS ARE ACTIVELY INVOLVED IN
LESSONS AND WANT TO SUCCEED.

ISI INSPECTION, 2022.





ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Roman 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 2024:

- 90% of all A Level grades were A* - C
- 40% 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 Virtual
Campus Tour



**Subsidary lunch and
refreshments all day**



Free parking on-site



**Contributory Pension Scheme
and
School fee remission after
qualifying period (pro rata)**



Sport and Leisure

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



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events throughout the year
- Access to on-site Medical Care
- Access to the School Counsellor



PUPILS IN THE PREP SCHOOL HAVE A WIDE
VARIETY OF SUCCESS IN MUSIC
EXAMINATIONS ACHIEVING MERITS AND
DISTINCTIONS IN MANY.

ISI INSPECTION, 2022.





THE POST **HEAD OF PREPARATORY SCHOOL AND EYFS** FROM 1ST SEPTEMBER 2025

The Headmaster, Mr Jonathan Reddin, invites applications for the post of Head of Preparatory School and EYFS, which becomes available from 1st September 2025.

The successful candidate will need to demonstrate the ability to lead and manage the staff in all aspects of Preparatory School life, reporting directly to the Headmaster or Senior Deputy Head (staffing, curriculum and timetable). He/she will be taking over a very successful area of the College which received excellent comments from the ISI inspection of 2022 and which, in turn, provided a strong base on which to build for the next three years.

The Head of the Preparatory School is responsible to the Headmaster for the efficient and effective running of the School. The Senior Deputy Head of the Senior School, on behalf of the Headmaster, exercises a general oversight of the Preparatory School, and supports the work of the Head of Preparatory School.

The College is seeking to appoint a baptised, practising Roman Catholic who is a charismatic, approachable leader with the skills and experience to lead the Preparatory School staff positively and with vision for the future; inspire the pupils to achieve their best in all areas; and meet and manage parents' expectations effectively. As well as ensuring that the students achieve their full potential, we want to ensure that the curriculum is modern, challenging and cutting-edge. Although there is an entrance examination from the Preparatory School to the Senior School, it is particularly important that there remains coherence between Years 5/6 and 7/8, and that the teaching and subject matter adequately prepares Preparatory School children for the Senior School.

JOB DESCRIPTION

KEY TASKS AND RESPONSIBILITIES

Catholic Life

- To take a leading role in the Catholic, Rosminian life of the College, supporting the preparation of the pupils for their First Holy Communion and the Sacrament of Reconciliation and the effective teaching of RS in accordance with the Diocesan Canonical Inspection framework.
- To lead the Preparatory School in the School's Catholic Mission Statement ensuring Catholic Life and worship for Preparatory School staff and children is at the forefront of all we do.
- To attend whole College Chaplaincy Meetings, working closely with the Headmaster, Father President, Deputy Father President, Lay Chaplain and Head of RS to fulfil the Catholic Rosminian Mission of the College.
- To organise termly staff retreat opportunities either in conjunction with, or separate to, the Senior School, to help support and develop the Catholic Rosminian identity of the College.

Strategic direction and development of the Preparatory School

- To determine a curriculum appropriate to the needs of pupils, in consultation with the Senior Deputy Head and SMT, which help to fulfil the strategic aims of the College.
- To ensure that Schemes of Work exist in all year groups, and to liaise with the Director of Teaching and Learning to ensure that these are regularly reviewed and updated as appropriate.
- To keep up to date with developments within the National Curriculum and communicate this to departmental staff.
- To liaise with the Head of EYFS (Nursery) and Head of Year 7 so as to ensure continuity and progression between EYFS, Preparatory School and the Senior School.
- To produce, monitor and review an annual Preparatory School Strategic Development Plan in consultation with the SMT and the Senior Deputy Head, which is aligned with the whole College 3-year Rolling Strategic Development Plan.

Compliance

- To ensure that the Preparatory School and EYFS are fully compliant with respect to the Independent Schools Standards Regulations and remains 'inspection ready' ahead of any ISI and CSI scheduled inspections.
- To ensure that the Preparatory School and Nursery meet all Safeguarding and Health and Safety requirements.

Teaching and Learning

- To monitor the quality of teaching and learning in the Preparatory School and to provide advice and support to departmental members.
- To oversee the pastoral and spiritual development of pupils.
- To be familiar with the work being done by members of the Preparatory School and EYFS, through regular lesson observations, pupil work scrutiny and the staff appraisal system.
- After consulting with the Headmaster and the Senior Deputy Head, to construct the Preparatory School timetable, including resource and room allocation.
- To liaise with the SENCo and Special Educational Needs teacher in the Preparatory School regarding students with special educational needs.
- To liaise with the EAL coordinator regarding students for whom English is an Additional Language.
- To liaise with Class Teachers, Housemaster/Housemistress and parents as part of a whole school approach to maximising pupil performance.
- To organise, where appropriate, a programme of educational visits.

Leading and managing staff

- To ensure that teachers working within the Preparatory School and EYFS are aware of and adhere to all relevant policies (which reflect College policy).
- To ensure that Schemes of Work are followed by members of the Preparatory School.
- To monitor the completion of records on pupils, e.g. Target sheets and reports, ensuring that deadlines are met.
- To ensure that comprehensive transfer records are provided when pupils move up to the Senior School.
- To appoint and induct new staff to the Preparatory School and EYFS and organise a subject mentor for ETCs and PGCE students in accordance with College policy.
- To be involved in the appointment and induction of ancillary staff, including classroom assistants and lunchtime supervisors.
- To identify and develop skills of Class Teachers, including recommendations for staff Inset as part of a coordinated programme of continuing professional development.
- To participate in the appraisal of teachers within the Preparatory School, and agreed follow up action.
- To organise Preparatory School representatives to be allocated to and attend working groups as necessary.
- To ensure that whole College policies relating to staff and students are implemented in the Preparatory School.

- To organise SMT and Preparatory School staff meetings, providing an agenda in advance to Class Teachers and the Senior Deputy Head, and distributing minutes to the same, copying in the Headmaster.
- To report any maintenance or Health and Safety requirements promptly to the Maintenance Team, the Estates Manager or the Director of Finance and Operations, thereby ensuring that within the Preparatory School and EYFS areas pupils and staff are able to work in a healthy, safe, clean and tidy environment.
- To ensure the security of the Preparatory School buildings in conjunction with the Estates Manager.
- To ensure that a suitable Preparatory School Health & Safety Policy exists and is followed by members of the School.
- To be responsible for the conduct of fire drills.
- To produce an annual assessment analysis report for the Senior Deputy Head.
- To produce termly reports for Governors as required.
- To attend the following termly Governors' meetings: Preparatory School Sub-Committee Meeting, the Finance and General Purposes Meeting, the Recruitment, Admissions & Marketing Sub-Committee Meeting and the full Governors' Meeting.
- To oversee the construction of the termly academic and co-curricular programme, including the managing and staffing of the after school care provision.

Efficient and effective deployment of staff and resources

- To allocate classes, ensuring that, as far as possible, colleagues have the opportunity to teach a cross section of ages over time.
- To arrange for the appointment of subject coordinators within the Preparatory School.
- To plan, allocate and monitor the Preparatory School budget, including bidding for extra resources for planned future developments as part of the Strategic Development Plan.

Recruitment, Admissions and Marketing

- To actively promote the good name of the College locally, nationally and internationally, and be the 'face' of the Preparatory School and EYFS setting to current and prospective parents.
- To meet parents of prospective pupils. Arrange, through liaison with the Admissions Manager, for the interviewing, assessment and recommending of new pupils for the Preparatory School to the Headmaster.
- To attend fortnightly Recruitment, Admissions and Marketing (RAM) meetings, chaired by the Head of Marketing & Admissions to fully support the effective marketing of the Preparatory School and the College as a whole.
- To cultivate relationships with EYFS feeder schools, making personal visits where appropriate.

- To review annually all literature relating to the Preparatory School, both hard copy and electronic, and amend as necessary. To ensure that the College website and Preparatory School social media platforms are up to date with current news.
- To develop positive and lasting relationships with IAPS, CISC and local primary schools to raise awareness of Ratcliffe College as a leading independent co-educational Catholic day and boarding school.
- To support the Headmaster and the Senior Leadership Team with developing our Public Benefit and report through the Schools' Together framework.

Operational

- To oversee the organisation of the weekly assembly programme and staff duty rotas.
- To calendar and oversee the arrangement of Parent/Teacher Consultation Evenings (in conjunction with the Senior Deputy Head) and to deal with any queries from parents relating to pupils' educational progress and welfare.
- To organise special events and functions within the Preparatory School (e.g. Harvest Thanksgiving Service, Christmas and Easter Services, etc.) in conjunction with the Chaplaincy Team and SMT.
- To fully support the wider life of the Preparatory School and, where appropriate, the wider life of the College by attending evening and weekend concerts, drama productions, sports fixtures, Masses and other set-piece events such as Open Mornings, Celebration Day and Exhibition Day events.
- To undertake any other reasonable duties as required by the Headmaster.



RATCLIFFE PUPILS ENJOY AN INCREDIBLE
VARIETY OF OPPORTUNITIES THAT GO FAR
BEYOND THE CLASSROOM, EMPOWERING
PUPILS TO EXPLORE THEIR PASSIONS,
DISCOVER NEW TALENTS, AND BUILD
LIFELONG FRIENDSHIPS.



PERSON SPECIFICATION

Candidates are expected to have specialist knowledge/experience of the Primary/Preparatory Schools sector. The successful applicant will teach a significantly reduced teaching timetable.

	ESSENTIAL	DESIRABLE
	Baptised, practising Roman Catholic.	
QUALIFICATIONS	<ul style="list-style-type: none"> • Good Honours Degree. Recognised teaching qualification, QTS. 	<ul style="list-style-type: none"> • Evidence of post graduate studies.
SKILLS	<ul style="list-style-type: none"> • Excellent interpersonal and oral communication skills, with a wide range of audiences such as staff, parents, students and governors. • Ability to write effectively, accurately and persuasively for a variety of purposes. • Ability to prioritise and multitask. • Ability to organise major school events, in particular, those related to academic celebrations (Celebration Day, Exhibition Day and Parents' Evenings, etc.), with meticulous planning and effective management of key personnel. • Evidence of excellent safeguarding practice. • Ability to deal sensitively with issues relating to staff, students and parents. • Ability to see through complex strategies from concept to conclusion. • Competence in practical ICT skills. • Knowledge and understanding of administrative ICT systems. • Ability to analyse data and draw conclusions. • Excellent organisational skills. • Effectiveness in instigating, implementing and successfully managing change. 	
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience as Head/Deputy Head. • Exemplary working knowledge of the National Curriculum and EYFS Curriculum. • Understanding of current good practice in pastoral care, and monitoring of standards. • A record of successful teaching. • Successful middle or senior management experience in the independent and/or maintained sector. • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Knowledge of Independent Schools' Inspection framework (ISI). • Experience of teaching in a Catholic School. • Experience of teaching in the Independent Sector.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Hard working with high stamina. Possesses integrity, loyalty and discretion. Highly resilient. • Maintains a sense of perspective. • Willingness to have a highly visible presence on the campus. • Prepared to make, and deliver, difficult decisions, where necessary. • Encouraging and supportive of others. • Empathetic and a good listener. • Initiative and enthusiasm. • Maintains appropriate and supportive relationships with students and staff. • Positive attitude to use of authority and maintaining very good standards of behaviour. • Effective team player. 	<ul style="list-style-type: none"> • Good sense of humour. • Commitment to pastoral and co-curricular activities.

HOW TO APPLY

If you wish to discover more about this exciting opportunity and would like to have an informal discussion or arrange a visit to the school, please contact our retained consultant at:

Academicis: Will Bridge – 01223 907979 / 07825 346535.

Ratcliffe College and Academicis will acknowledge all receipt of applications.

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.

Closing Date: Noon on Wednesday 26th March 2025.

2

INVITED TO INTERVIEW

Candidates notified if selected for interview:
Thursday 27th March 2025.

RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safe-guarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Criminal Records Check (working with children) and an Open Source check will be undertaken.

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 school's policy on Disclosure Information, data protection policy and policy for handling Disclosure information received from the Criminal Records Bureau. Copies of these policies may be obtained from the Director of Finance upon request.

Other

- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).
- Identity will be checked for shortlisted candidates conforming to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The appointment is subject to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications.

RATCLIFFE TERMS

A formal contract, detailing terms and conditions, will be drawn up on appointment in accordance with IAPS/HMC guidelines. The following notes provide guidance, without prejudice, on the likely main provisions:

General Notes:

- A highly competitive remuneration package will be available.
- There is a 50% discount on fees for the children of staff as day pupils at the College (Senior, Preparatory and Nursery Schools), which is currently not a taxable benefit.
- The School is part of the Government's Teachers' Pension Scheme.
- The appointment will be subject to two terms' notice.
- Holidays are by arrangement with the Headmaster of Ratcliffe College but the Head of Preparatory School should expect to be available for some periods outside term-time to attend calendared strategic planning days, attend INSET or attend school events and activities.
- The Head of Preparatory School's performance will be subject to a regular appraisal, conducted by the Headmaster of Ratcliffe College or an external appraiser appointed through IAPS.
- Long-listed candidates must agree to references being taken up at that stage and checks made with past employers.
- The successful applicant will be required to complete a self-disclosure Medical Questionnaire.

Please note for this role 3 referees will be required. One referee must be your Parish Priest. The application form will enable 2 references to be named, contact details for one further referee must be emailed to HR@ratcliffecollege.com. Referees will not be contacted until after candidates are notified that they have been selected for long-list interview.

DATES FOR THE SELECTION PROCESS

- Closing date: Noon on Wednesday 26th March 2025.
- Candidates notified if selected for interview: Thursday 27th March 2025.
- Long-list interviews: Wednesday 2nd April 2025.
- Short-list interviews: Thursday 3rd April 2025.





RATCLIFFE
COLLEGE

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



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HR: 01509 817089



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