



RATCLIFFE
COLLEGE

Appointment of

MIDDLE SCHOOL LAY CHAPLAIN

Candidate Information Pack

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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.



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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 a committed, compassionate and highly organised Middle School Lay Chaplain to join our pastoral and chaplaincy team.

This is a full-time, non-teaching role (term-time plus two additional weeks) providing day-to-day pastoral and spiritual support for pupils in Years 9, 10 and 11. The post is central to our relational pastoral model and plays a key role in ensuring every student is known, supported and able to flourish within our thriving Catholic independent school.

Working closely with pastoral leaders, chaplaincy colleagues and student support services, the successful candidate will provide early pastoral intervention, act as a key point of contact for families, support student wellbeing and resilience, and contribute to the Catholic life of the College through prayer, reflection and Celebration of the Word.

We are seeking a colleague with a strong commitment to the Catholic Rosminian ethos, excellent interpersonal and organisational skills, experience of pastoral or youth-focused work, and a clear commitment to safeguarding and promoting the welfare of children.

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 ROLE

Ratcliffe College is seeking to appoint a committed, compassionate and highly organised Middle School Lay Chaplain to join our pastoral and chaplaincy team.

This is a significant opportunity to contribute to the development of an ambitious pastoral model within a thriving Catholic independent school. We value relational pastoral care, and the key purpose of this role will be to ensure that every pupil is known, supported and able to flourish.

The Role

The Middle School Lay Chaplain is a full-time, non-teaching role across term-time (34 weeks) and 2 additional weeks to include all training days, providing day-to-day pastoral and spiritual support for students in Years 9, 10 and 11.

Working closely with the pastoral leaders of these year groups, the Assistant Head (Boarding and Mission), the Director of Safeguarding, the Lower School Lay Chaplain, and the wider Student Support Services and Chaplaincy teams, the Middle School Lay Chaplain will:

- Provide a visible, approachable and consistent pastoral presence for students
- Offer early intervention and support for pastoral concerns
- Act as a key point of contact for parents and families
- Support students in developing resilience, organisation and emotional literacy
- Contribute to the Catholic life of the College through prayer, reflection and Celebration of Word.
- Help ensure that the pastoral, spiritual and academic life of Years 9, 10 and 11 is closely aligned

The role is central to developing a culture of relational pastoral care, where strong relationships underpin student wellbeing and success.

The Person

We are looking for a colleague who:

- Has a strong commitment to the Catholic Rosminian ethos and mission of the College
- Is able to build positive, professional relationships with young people
- Is an empathetic and reflective listener with excellent interpersonal skills
- Has experience of working with young people in a pastoral, educational or chaplaincy context
- Is highly organised and able to manage a varied and responsive workload
- Is committed to safeguarding and promoting the welfare of children

This role would suit candidates from a range of backgrounds, including school or university chaplaincy, youth work, education, caring professions or pastoral support.

What We Offer

Ratcliffe College has a well-established reputation for excellent pastoral care, recently affirmed through inspection (Catholic Schools' Inspection, June 2025, and Independent Schools Inspectorate, December 2025). We are committed to building on this through a proactive and relational approach that places the individual at the centre of school life.

The introduction of dedicated Lay Chaplains for Years 7 and 8 and Years 9, 10 and 11 represents a significant investment in pastoral leadership and support at a crucial stage in the development of our young people.

- Contract: 37.5 hours per week, term-time plus two weeks (36 weeks). All holidays must be taken outside of term-time and INSET days.
- Salary: (actual) £27,660. (Band 12 point 36). £34,576 FTE
- Start date: 1st September 2026

For further details and to apply, please visit our website or contact the Deputy Head Pastoral, Mr James Rainer (jrainer@ratcliffecollege.com).

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.





PURPOSE OF THE ROLE

The Middle School Lay Chaplain is a full-time non-teaching pastoral role providing day-to-day pastoral and spiritual support for students in Years 9, 10 and 11. Working closely with the pastoral leaders of these year groups, the Lay Chaplain helps ensure that every student in the Middle School is known, supported, challenged and championed as they continue their journey in the Senior School.

The Lay Chaplain provides a visible and approachable presence within the Middle School community, offering early pastoral support to students, acting as a key point of contact for parents and helping to coordinate pastoral care across the Middle School team. Through regular contact with students, tutors and the wider Student Support Services team, the role helps identify emerging concerns and ensures that students receive timely and appropriate support.

Working in partnership with the College Chaplaincy Team, the Lay Chaplain also plays an important role in supporting the Catholic Rosminian mission and charism within the Middle School, helping students to encounter the values of the Gospel through prayer, reflection, service and community life.

The Middle School Lay Chaplain works collaboratively with tutors, teachers and pastoral leaders to ensure that the spiritual, pastoral and academic life of Years 9, 10 and 11 is closely aligned and that students are supported in developing a respectful, responsive and ready attitude to life and learning.

This is a full-time position, working 37.5 hours per week for 36 weeks of the year, to include attendance at all INSET and Staff Meetings. All holidays should be taken outside of the school term and training days.

Key Responsibilities:

- Be a driving force of the College's Catholic Rosminian mission and charism within the Middle School (Years 9, 10 and 11), supporting all Chaplaincy initiatives involving the Middle School, which may include attendance at residential Retreats. This will include supporting the Chaplaincy Team in maintaining on an ongoing basis the evidence documents and folders relating to the Catholic Schools' Inspection process.
- Provide day-to-day pastoral support for students in Years 9, 10 and 11 Where required, support students in Years 7, 8, 12 and 13 according to the needs of the College.
- Act as a single point of contact for students in Years 9, 10 and 11. Meet with students requiring pastoral support and provide early intervention, supporting the pastoral leaders of these year groups.
- Act as a key point of contact for parents regarding pastoral concerns, meeting with families as required.
- Be a member of the Student Support Services Team and the Senior School Chaplaincy Team and attend Pastoral Meetings as required.
- Contribute to the student Anti-Bullying Committee.
- Maintain accurate pastoral and safeguarding records using CPOMS and the College's Management Information System (ISAMS).
- Coordinate communication between tutors, subject teachers and pastoral leaders as required.
- Monitor attendance and punctuality patterns and liaise with parents where appropriate.
- Escalate safeguarding or welfare concerns appropriate senior staff.
- Support students in developing organisation, routines and resilience.
- Be a visible and approachable presence for Middle School students, ensuring that the Pastoral Hub or Rosmini Room is always staffed throughout each breaktime and lunchtime.
- Support the hosting of Transition and Induction events.
- Attend Middle School Team Meetings.
- Be willing to undertake professional development to attain appropriate skills to support emotional literacy.

PERSON SPECIFICATION



	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working with young people in a pastoral, educational or chaplaincy context • Experience of supporting student wellbeing and providing pastoral care • Evidence of relevant training or willingness to undertake training 	<ul style="list-style-type: none"> • Experience of working in a school setting • Experience of working within a Catholic or faith-based environment
Skills	<ul style="list-style-type: none"> • Ability to build positive and professional relationships with young people • Strong listening skills and the ability to respond sensitively to pastoral needs • Good organisational skills and the ability to manage a varied workload • Ability to work effectively as part of a team • Ability to communicate clearly with students, staff and parents • Commitment to safeguarding and maintaining appropriate records 	<ul style="list-style-type: none"> • Understanding of adolescent development • Familiarity with systems such as CPOMS or ISAMS
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the Catholic Rosminian ethos and mission of the College • Genuine care for the wellbeing and development of young people • Calm, approachable and professional manner with young people, colleagues and parents/guardians. • Integrity, discretion and good judgement • Commitment to contributing to the wider life of the school 	<ul style="list-style-type: none"> • Active involvement in a faith community • Commitment to ongoing professional development
Safeguarding	<ul style="list-style-type: none"> • A clear commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate safeguarding checks 	

TERMS OF APPOINTMENT

Term	Details
Role Title	Middle School Lay Chaplain
Reporting line	Deputy Head, Pastoral
Contract type	Permanent, full-time
Start Date	September 2026
Location	Ratcliffe College, Ratcliffe on the Wreake, Leicestershire LE7 4SG
Salary	£27,660 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).

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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



Professional Development 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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RATCLIFFE

COLLEGE

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www.ratcliffecollege.com



HR: 01509 817089



HR@ratcliffecollege.com



LEGIS PLENITUDO CHARITAS