



Lancing College

Appointment for Undergraduate
Assistant (Sport)
September 2024



The College

Lancing College, which is part of the Woodard Corporation (which now consists of 21 independent schools and 5 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to work.

The College is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The College was graded 'excellent' in all categories and sub-categories in the 2017 integrated ISI inspection document which can be found here: <https://www.lancingcollege.co.uk/lancing-college/about/inspections>.

The school roll currently stands at its largest for many years with 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has 277 day pupils on roll at Lancing Prep at Hove and 214 day pupils on roll at Lancing Prep at Worthing. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014.

The Appointment

We are seeking to appoint a full time Undergraduate Assistant to live and work in this busy boarding school and to develop and share their sporting expertise as well as to contribute to the pastoral and co-curricular life of the school. This is, in the first instance, a one-year appointment and one which involves close working with a range of staff and pupils within the senior school (and possibly within the Lancing Preparatory Schools also).

Job Description

The Undergraduate Assistant is responsible to the Assistant Head Co-Curricular and the Director of Sport.

Key Tasks and Responsibilities

- Coaching of games. Depending on proficiency, the Assistant may be responsible for a School team.
- Assisting Saturday sports fixtures. Depending on proficiency, the Assistant may be required to umpire matches against other schools.
- Some administration work in the School Office will be required.
- Pastoral involvement in the House to which the Assistant is attached, including assisting House staff with evening duties on two evenings a week. In addition, dependent on experience, there may be the opportunity to act as academic tutor to individual pupils.
- Participation in afternoon activities which may entail further games coaching, involvement with the Combined Cadet Force, involvement with "Outreach", the School's service to the community project or with the Duke of Edinburgh Award Scheme or the Scouts.
- Undergraduate Assistants may help with supervision of the Library.
- To attend staff inset days at the end and beginning of the term as the Head Master shall reasonably require.
- To assist with the staffing of pupil recreational facilities at weekends and in the evenings.
- To assist with the staffing of trips and visits.
- To assist with the management of sporting and other events, e.g. meeting and greeting parents; assisting in House events; assisting in the supervision of pupils and welcoming of logistics at whole-school events (e.g. Carol Services, Founder's Day)

- To assist with Common Room Duties
- Assisting within the department. Depending on proficiency, the Assistant may be required to teach or assist with academic lessons.
- Undergraduate Assistants will be required to help in the general running of the department; preparation, displays, support and planning.
- Undergraduate Assistants will receive training to assist in the efficient running of our on-site swimming pool as a lifeguard.
- Your exact timetable will be established by the Assistant Head (Co-Curricular) in consultation with the Director of Sport.

Undergraduate Assistants at Lancing College undertake a wide range of roles and these roles will, where possible, be linked to interests and areas of expertise. In addition, Graduate Assistants may help at the Prep School as coaches and classroom assistants; may help with administrative and physical tasks in academic departments and help with staff resources.

The Undergraduate Assistants are managed by the Assistant Head (Co-Curricular) in terms of deployment and the Director of Sport in terms of day to day business, and by the HMM of the House to which they are pastorally attached. Any additional requests for assistance from the Undergraduate Assistants must be made through the Assistant Head Co-Curricular and the Director of Sport.

Competences Required

- Be able to use their initiative and take responsibility.
- Be able to use basic computer software packages.
- Behave and act as a member of staff when working with children and maintain an appropriate distance.
- Enjoy working with young people.
- Be aware of the ages of the children that they will be working with and understand their needs.
- Be a good communicator/listener and be able to build relationships with students, teachers, and support staff.
- Be able to provide quality time for the Boarders with mutual respect being shown.
- Be flexible and adaptable.

- Have a sense of humour.
- Always set a good example to the children, both in appearance and in conduct.

Terms and Conditions

- **Salary** – £13,781.25 per annum which is paid in twelve equal parts on the 26th of each month. Holiday pay is included within this figure.
- **Hours** – The Undergraduate Assistant will not work in excess of 48 hours per week during term time, and will be required to attend staff inset days after the end and before the beginning of term as the Head Master shall reasonably require. Evening and weekend work will also be required.
- **Meals** are provided free of charge during term time.
- **Termination of Employment** – the College may terminate the employment by giving in writing not less than four weeks' notice and the member of staff may terminate the employment by giving in writing not less than one term's notice.
- **Holiday** - You will be entitled to the statutory minimum holiday entitlement and this must be taken during school holidays.
- **Accommodation** – Unless you are informed otherwise, you will be provided with accommodation for the duration of your employment and this will be free of charge from rent and all other utility bills.
- It is expected that the Assistant will remain at the College for the duration of the year.
- School commitments must be put before personal interests.
- Registration with the School Doctor is arranged on arrival.

Further Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.