



LANCING COLLEGE PREPARATORY SCHOOL AT HOVE

Appointment of
Individual Needs Assistant (Fixed Term Contract)



The School

Lancing College Preparatory School at Hove, better known as Lancing Prep Hove (LPH), is an independent Pre-School, Pre-Preparatory and Preparatory Day School for approximately 280 children aged 3 to 13. Lancing Prep Hove is one of the Lancing College family of schools complementing Lancing's prep schools in Worthing and in Bury; together they cement the Lancing position as a leading senior school, with a trio of prep schools spreading along the coast from Brighton to Chichester and northwards into the South Downs.

Lancing Prep Hove is situated on a leafy seven-acre campus in a tree-lined residential road in Hove, East Sussex. The school offers a wonderful learning environment for its pupils. Mrs Kirsty Keep, Head Mistress, is a member of the Incorporated Association of Preparatory Schools.

Purpose-built as a boys' preparatory school in 1913, the school joined the Lancing College family of schools in 2002, when it also welcomed girls into its community. Mrs Keep has been in post since September 2016 and has overseen a continuing programme of updating and development. Recent improvements include the opening of a new-build multipurpose school hall and a brand-new library, new Music School, reintegration of a newly reconfigured Pre-School back into the heart of the Pre-Prep and most recently the Innovation Hub for IT and technology teaching. The school also has a large Art/DT space and a well-equipped Science laboratory. Outdoors, an extended all-weather pitch opened in 2023, with a forest school area, a school garden and a science garden adding to the opportunities for outdoor learning.

Lancing Prep Hove pupils are also able to access the magnificent facilities of Lancing College, for sports fixtures and swimming. Pupils in Years 7 and 8 visit Lancing College one afternoon a week for Spanish or German lessons, alongside a carousel of co-curricular activities. The school offers high quality academic education following a modern curriculum. This includes excellent preparation for 11+ entry pre-tests for senior school entry. In Years 7 and 8 pupils work towards their 'LPH Passport', an award which reflects the broad and balanced approach taken. It celebrates core academic achievement along with non-academic subjects, sporting, co-curricular, leadership and community engagement over the course of these two years.

The aim of the school is that by the time pupils leave at the end of Year 8, they do so having acquired a sense of confidence and self-belief that will prepare them for joining their chosen senior schools, together with a set of values that will remain with them throughout their lives.

Lancing Prep Hove 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. 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 Appointment

The Head Mistress of Lancing College Preparatory School at Hove, Kirsty Keep, invites applications for the post of Individual Needs Assistant, which becomes available in April 2026.

This position involves providing 1:1 support to a 6-year-old pupil in Year 2 throughout the school day. Applicants with experience supporting children with special educational needs and/or relevant qualifications are encouraged to apply. Experience working with neurodiverse pupils and supporting children who experience challenges with self-regulation would be particularly beneficial.

Job Title: Individual Needs Assistant
Reporting to: Head of Learning Enhancement (HLE)

Key Tasks and Responsibilities

- To support the individual pupil as guided by the class teacher and the HLE.
- To work with the individual pupil as part of a small group of children to support specific lessons.
- To undertake administrative tasks and adapt resources as necessary to support the pupil.
- To encourage the pupil to progress at the appropriate level both academically and socially, enabling the pupil to feel secure and happy.
- To liaise with other specialist teachers and professionals as appropriate.
- To support the teacher in looking after the wellbeing and pastoral needs of the pupil.
- To communicate effectively with the teacher and other professionals, as well as the parents.
- To ensure full commitment to the wider care of all pupils at school, including absolute commitment to safeguarding.

Skills and Experience

Essential:

- Hold relevant qualifications and/or experience supporting children with special educational needs and disabilities (SEND).
- A caring, patient, and supportive approach when working with children.
- Strong interpersonal skills, with the ability to build positive and trusting relationships.
- Effective communication skills, both verbal and written.
- Good organisational skills, with the ability to manage time and tasks effectively.
- A strong commitment to education and a genuine passion for supporting pupils with SEND.
- Resourceful, adaptable, and able to respond positively to changing needs.
- Willingness to be fully involved in the wider life of the school.
- Flexible and able to balance priorities effectively in a busy school environment.

Desirable:

- An understanding of the independent school sector and its educational ethos.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed, and the candidate will be required to carry out any reasonable requests required by their Line Manager.

Application Procedure:

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.org.uk. Please send any emails to recruitment@lancing.org.uk

Informal conversations about the post may be arranged with the Head of Learning Enhancement, Fran Moulds, at fmoulds@lancing.org.uk

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Closing date: Friday 20 March 2026

Interviews: w/c 23 March 2026

Applications will be reviewed on receipt and candidates may be invited to interview before the closing date. Early application is therefore advised.

Terms & Conditions

- Salary is £14.24 per hour, inclusive of holiday pay.
- This is a term-time only position, Monday - Friday for 2.5 hours per day (some flexibility is desirable).
- This is a fixed term contract in the first instance with the aim to renew on a termly basis.
- You shall be entitled to the statutory minimum holiday entitlement which is to be taken during school holidays. Public holidays occurring when the school is in session will be working days.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- The employment is subject to a probationary period of twelve months. During the probationary period, two weeks' notice will be required on either side. Following probation, the notice period shall be one month or the statutory minimum requirement.

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 2025. 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.