



Lancing College



Appointment of
Spanish Assistant

From September 2026

The College

At Lancing College, we believe that the most meaningful education is one that encourages pupils to think critically, act with integrity, and grow in all aspects of life. With a broad range of opportunities to explore their passions, challenge themselves, and engage with the world around them, our young people leave Lancing not only ready for the future but eager to shape it. It is this blend of strong academic foundations, personal growth, and a genuine sense of community that makes Lancing a truly special place to be.

Lancing, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 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 live and work, and one where tradition and modernity sit comfortably side by side.

The College is friendly, ethical, vibrant, and outward-looking. We 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. We particularly encourage applications from under-represented groups. 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 latest inspection report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London](#)

The school roll currently stands at its largest for many years with over 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has approximately 260 day pupils on roll at Lancing Prep at Hove, 195 day pupils on roll at Lancing Prep at Worthing and 145 day and boarding pupils on roll at Dorset House School. 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, Design & Technology, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Dr Scott Crawford, has been in post since August 2025.

The Bursar, Mr Mark Milling, has been in post since August 2013.

Modern Languages at Lancing

The Modern Languages department at Lancing College has eight members, three of whom teach French, two German, three Spanish, one Russian and one EAL. In addition, there is a part-time native-speaker teacher of Mandarin and three native-speaker assistants for German, French and Spanish. The Head of German is also the Head of the overall Modern Languages Department and reports to the Deputy Head. In addition, there are separate heads for Spanish and French, who report to the Head of Modern Languages.

The classrooms are situated in the Modern Languages corridor and are modern, well-equipped rooms. All classrooms are equipped with projection facilities, interactive whiteboards, and computers with access to the College network and the internet. All classrooms are on the College's wireless network, and all pupils bring their own devices. IT suites and the Gwynne Library are in easy access of the rooms. The individual departments are well stocked with teaching and learning resources, and the Library has become a central resource for the teaching of Modern Languages, with foreign books, magazines, and films. All pupils are encouraged to use IT in their work, which is displayed both in the classrooms and in the corridors.

French, German, Spanish, Russian and Chinese (Mandarin) are taught in the department. Pupils are entered for the AQA GCSE exams and A Level exams.

In the Third Form (Year 9) pupils choose two languages from French, Spanish, German, and Latin. After the Third Form year pupils must choose at least one modern language to GCSE. All the languages achieve high success rates at GCSE, with regular 100% pass rates at GCSE grades 4-9.

In French we use the Studio series of textbooks in the Third Form, followed by the AQA GCSE French book. Both GCSE and A Level courses are supported by dedicated websites. Around 10-15 pupils continue with French in the Sixth Form. The French Department offers trips and study visits to both senior and upper school pupils.

Spanish is taught at all levels throughout the College. At present, there are three members in the Department plus a Spanish Assistant. Spanish is introduced to a little over half the annual intake of new pupils in Year 9. 40+ pupils are taught in three sets in the 3rd Form and most usually decide to continue with the language for two more years to GCSE. In the Sixth Form, about 10 pupils opt to take Spanish for A Level. In Years 9-11, the course currently followed is *Claro and AQA GCSE book*. We use *AQA* in the Sixth Form. Spanish Department run annual trips to Malaga at the end of the academic year.

The course books used by the German department are *Echt* in the Third Form and *AQA* for the other two years. In recent years, the German department has achieved excellent results at GCSE, with a very high percentage of 8/9 grades. A small number of pupils choose to continue with German to A Level following *AQA* course. The results at A Level are outstanding with a consistently high A*-B average. There is a long-standing German exchange for Years 9-11 with a grammar school in Detmold near Hanover, which also contains a study-trip element to Berlin. About 15 pupils per year take part in the exchange.

Russian and Chinese are offered as additional languages as part of a wider co-curricular programme.

A significant number of Lancing pupils continue with some form of language study in higher education.

The Appointment

We welcome applications from candidates with near-native or fluent Spanish proficiency, and a university education or equivalent relevant experience. Experience in MFL teaching and/or examination board work is highly desirable.

Job Title: Spanish Assistant

Reporting to: Head of Spanish

Key Tasks and Responsibilities

- To lead individual conversation classes with A Level (Upper & Lower Sixth Form) pupils, assisting pupils:
 - To become progressively more able to produce actively and understand aurally the vocabulary taught in lessons with their class teacher.
 - To achieve accurate pronunciation of familiar and new vocabulary.
 - To prepare for the A Level speaking examinations (AQA Specification) by giving:
 - guidance and assistance with the IRP preparation (Independent Research Project) and photo-cards.
 - assistance in learning and using vocabulary in all A Level topics
 - assistance with pronunciation and structuring / organising thoughts.
 - help students understand different cultures.
- To lead conversation classes with GCSE pupils, in small groups, assisting pupils:
 - To become progressively more able to produce actively and understand aurally the vocabulary taught in lessons with their class teacher.
 - To achieve accurate pronunciation of familiar and new vocabulary.
 - To prepare for the GCSE speaking examinations (AQA specification) by giving:
 - assistance in achieving accurate pronunciation and fluency.
 - practice with the full range of general conversation topic questions.
- To maintain an accurate register of attendance of pupils at all the scheduled conversation sessions.
- To report to the Head of French and to the class teachers, with a regular, brief “progress report” about each pupil.
- To attend examination board feed-back sessions relating to the speaking examinations.

Skills and Experience

Essential

- Excellent communication skills.
- Previous experience working as a Language Assistant.
- Knowledge and understanding of GCSE and A Level oral exam with the AQA exam board.
- Flexibility to schedule some oral lessons outside students' normal timetable after school.

Desirable

- Fluent or near-native proficiency in spoken Spanish would be advantageous.

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

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.

The College reserves the right to call individuals to interview and appoint prior to the closing date for applications.

Terms and Conditions

- Salary is £30.83 per hour, inclusive of holiday pay.
- This is a term-time only position. Hours are 8 hours per week, normal hours of work will be 30 minutes (1 lesson) per week per A Level student (12 lessons) which is equivalent to 6 hours per week in addition to 4 lessons (2 hours) of GCSE small group work. Some flexibility is required depending on the timetable. The number of hours may vary annually depending on the number of pupils opting for Spanish.
- Whilst it is current practice for conversation classes to take place during the school day, some degree of flexibility regarding scheduling classes during the early evening may be possible/required by negotiation with the Head of Spanish,

- 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.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Nursery and Pre-School level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment will be subject to a twelve-month probationary period. One month's notice is required on each side to terminate this contract during the probationary period, after which three months' notice is required.

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.