Lancing College



Appointment of
Swimming Coach (School Focus)

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.

Swimming at Lancing
Lancing College delivers swimming lessons and training to Senior and Prep students. In addition to this, Lancing College also has its own highly successful Swim School, Lancing College Swim School (LCSS), and a competitive swimming club, Lancing College Swimming Club (LCSC). Lancing College also provides lessons for schools in the local community, and the pool is often hired out for community use.

The Appointment
The Swimming Coach (School Focus) is a whole-school role reporting to the Head of Swimming. The primary purpose of the role is to lead, develop and deliver a high-quality swimming programme across the Preparatory and Senior Schools, supporting swimmers of all abilities and providing opportunities for performance development.

Working collaboratively with the Head of Swimming, Director of Sport, PE Department and LCSC, the Swimming Coach (School Focus) will deliver structured coaching programmes aligned with Long-Term Athlete Development (LTAD) principles, support swimming scholars, and contribute to the wider sporting life of the College.

The Swimming Coach (School Focus) will also work alongside the Swimming Coach (Club Focus) and Club Committee to support talented swimmers' progression into club swimming, assist with club coaching and competitions where appropriate, and help maintain strong links between the school and club pathways.

Job Title: Swimming Coach (School Focus)
Reports to: Head of Swimming

Key Tasks and Responsibilities:

Coaching and Athlete Development

- To plan and deliver high-quality, safe and well-structured swimming sessions for school squads in accordance with LTAD principles.
- To coach swimmers across a range of ages and abilities within the Preparatory and Senior Schools.
- To be responsible for the safety and welfare of swimmers during all training sessions and swimming activities.
- To maintain accurate attendance records for all school coaching sessions using SOCS.
- To monitor swimmer development and maintain appropriate records of progress.
- To mentor swimming scholars, supporting their development and reporting progress to the Head of Swimming.
- To produce swimmer reports and establish individual targets to support progression.
- To support PE teachers in curriculum swimming and PE lessons across the school.
- To assist with the delivery of academic PE lessons where required.
- To contribute to strength and conditioning programmes for swimmers.

- To work collaboratively with the Head of Swimming, Director of Sport and Heads of Departments to promote high standards of punctuality, discipline, commitment and sportsmanship.
- To contribute to student reports, scholarship reviews and performance assessments where required.

School Competitions and Events

- To support the organisation and delivery of all school swimming galas and competitions.
- To assist with team selection and ensure effective communication with students and parents.
- To organise equipment and contribute to the administration, logistics and transport arrangements associated with competitions.
- To provide coaching support at school fixtures, representative events and inter-school competitions.
- To assist with hospitality arrangements at swimming fixtures and events.
- To support the development and delivery of inter-house swimming competitions and wider aquatic participation opportunities.

Swimming Pathways and Club Collaboration

- To work closely with the LCSC Swimming Coach to identify and support talented swimmers and facilitate progression into club swimming where appropriate.
- To promote and develop clear swimming pathways from school participation through to competitive club swimming.
- To assist with coaching sessions within LCSC when required, particularly where school students are involved.
- To support swimmers competing at County, Regional and National levels through collaboration with LCSC coaching staff.
- To assist with competition attendance, team management and athlete support for LCSC swimmers where appropriate.
- To liaise with the Club Committee and Membership Secretary to ensure eligible swimmers are appropriately registered with Swim England and hold relevant club membership.
- To promote positive relationships and effective communication between the school swimming programme and LCSC.

Community Engagement and Development

- To develop strong professional relationships with swimmers, parents, staff and external stakeholders.
- To support recruitment initiatives and promote swimming opportunities within the College.
- To develop links with feeder preparatory schools, primary schools, Lancing College Swim School and Lancing College Swimming Club.

- To act as an ambassador for Lancing College swimming within the local, regional and national swimming community.
- To support swimming camps, sports tours and holiday programmes involving school students and club swimmers where appropriate.

Health, Safety and Safeguarding

- To ensure compliance with all College policies, Swim England regulations and Wavepower safeguarding requirements.
- To promote and safeguard the welfare of all students and swimmers.
- To follow all health and safety procedures, including accident reporting, risk assessments and incident management processes.
- To understand and operate in accordance with the Pool Safety Operating Procedures (PSOP), Normal Operating Procedures (NOP) and Emergency Action Plans (EAP).
- To work closely with the Designated Safeguarding Lead, Club Welfare Officer and other relevant staff where necessary.
- To ensure all swimming activities are delivered in a safe, professional and inclusive environment.

Pool Operations

- To prepare equipment for school swimming sessions.
- To ensure equipment is stored safely following sessions.
- To report maintenance or health and safety concerns.
- To maintain high standards of presentation around the pool.
- To work alongside the Head of Swimming to maintain the safe and smooth daily operation of the swimming pool and associated activities.

Skills and Experience:

Essential

- Hold a Swim England Level 2 Coaching Qualification (or equivalent).
- Hold a National Pool Lifeguard Qualification (NPLQ).
- Knowledge and application of LTAD principles and swimming progression pathways.
- Previous experience in sports coaching, with specific experience in swimming coaching.
- Strong technical knowledge of swimming techniques, training methods, and competition rules.
- Excellent leadership skills with the ability to motivate, develop, and inspire swimmers.
- Strong communication and interpersonal skills, with the ability to build positive relationships with swimmers, parents, and the wider coaching team.
- Strong organisational skills, with the ability to plan, coordinate, and deliver effective training sessions.

Desirable

- Experience coaching swimmers in a competitive environment.
- Knowledge of athlete development pathways and long-term swimmer progression.

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 prior to the closing date for applications.

Terms and Conditions:

- Salary is £26,000 - £28,000 per annum commensurate with the experience of the successful candidate.
- This is a term-time only position plus 5 weeks.
- Hours of work are 39 hours per week, with flexibility in working patterns and arrangements, subject to operational requirements and agreement with the line manager. This position requires flexible working hours, including evenings, weekends as necessary to meet operational requirements.
- 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 is subject to a probationary period of six months. During the probationary period, one week's notice will be required on either side. Following probation, the notice period shall be one month.

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 2026. 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.