



LANCING COLLEGE PREPARATORY SCHOOL AT WORTHING

Appointment of Deputy Head
September 2023



The School

Lancing College Preparatory School at Worthing is situated in approximately two acres of grounds in Broadwater, an area north of Worthing. The school is sited in a Grade II listed building with the oldest part of the building dating back some five hundred years. The Manor of Broadwater is mentioned in the Domesday Book.

The School was acquired by Lancing College at the beginning of January 2014 and the current Head Teacher, Heather Beeby, took up her position in September 2014. From 1 September 2023, Mrs Francesca Milling will be Head Teacher.

The School provides a vibrant academic education and is ambitious for the future. Our pastoral care is outstanding, with small classes and a strong community spirit. Our intention is to become the first-choice prep school for children in the area and the school roll is increasing rapidly. Inspiring lessons and high-quality teaching and learning are at the heart of our school. We prepare our pupils for Common Academic Scholarship at 13+ and have had much to celebrate in recent years from our Year 8 pupils.

By the time our pupils leave us at 13+, we aim for them to have reached their potential and acquired confidence, self-belief, and a set of values that will last a lifetime.

Woodard Schools

Lancing Prep, is part of the Woodard Corporation (which now consists of 21 independent schools and 5 academies).

As a Woodard school we have a Christian ethos. We welcome pupils and staff of all faiths, but we do expect everyone to be respectful of the Christian traditions of the School. The ethos is maintained if the pupils move on to Lancing College, which is the senior School of the Woodard Corporation.

The Role

The successful applicant will be required to deputise and undertake overall responsibility for the school in the absence of the Head. They will be required to ensure they lead the school and staff in implementing the school's vision and ethos and communicate this with all stakeholders. They will support the Head with the leadership of the school and provide quality assurance for all school activities.

Reporting to:

The Deputy Head will report to the Head and will be a member of the Senior Leadership Team.

Direct reports: The Assistant Heads will report to the Deputy Head

Key Responsibilities

- Deputise for the Head in her absence
- To have an overview of the School's academic performance, monitoring each department, year group and stage
- To timetable
- To manage the academic diary
- To arrange supply and cover
- Liaise with the Head re: future school initiatives and advice for parents
- To support, manage and where required, lead the school's senior leadership team to review matters including school practice, policy, organisation and development
- Day to day management of the School diary
- Staff CPD and INSET
- Overview of appraisals for staff
- Be first point of contact for staff with concerns or problems (personal or professional)
- Overview of events
- Liaison and communication with the LPWA, including membership of the committee
- Health & Safety, including chairing the school termly H&S meeting and being a member of the H&S steering committee
- Be responsible for the organisation, preparation and planning of inspections, taking the lead in agreed facets of inspections
- To ensure that the school meets the required standards for safeguarding its pupils
- To support the effective implementation of the school's staff appraisal structures
- Undertake any other reasonable duties, commensurate with the role and salary, as directed by the Head

Skills and Qualifications

Essential

- Graduate and qualified teacher
- Experienced and able classroom practitioner
- Good understanding of Prep Schools and their rationale
- Senior people management experience or evidence of significant preparation for senior people management
- Evidence of continuing professional development
- Commitment shown in other areas, eg games, drama
- Excellent communication skills
- Strong organisational skills
- Emotional resilience
- Ability to effectively use IT

Personal Characteristics

- Must be flexible, and support other members of the Senior Leadership Team
- Capacity to think strategically
- Ability to lead from the front and by example
- Ability to prioritise effectively and balance competing pressures
- Ability to see task through to completion
- Ability to delegate
- Ability to work under pressure of deadlines

Terms and Conditions

- The starting salary will be commensurate with the experience of the successful candidate.
- The School currently provides access to the Teachers' Pension Scheme administered by Teachers' Pensions and governed by the Teachers' Pensions Regulations 2010 as amended from time to time. This may be subject to change with reasonable notice.
- As may be consistent with the entry conditions of the Senior and Prep School, up to two children may be educated as day pupils at Lancing Prep at Worthing and/or Lancing College for a maximum of seven years (per child) up to the normal leaving age. At Lancing College Senior School this will be for the payment of 33.33% of the appropriate fees. The fee remission at Lancing Prep Worthing will be payment of 33.33% of the appropriate fees up to and including Year 2, and 50% of the appropriate fees from Year 3 to Year 8. This remission does not apply to care outside School terms. Wraparound care for up to two children will be provided free of charge. 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 of 66.67%. Means-tested fee remissions for additional children subject to the availability of places may be applied for.
- Probationary Period - the employment will be subject to a probationary period of one year during which time the College may terminate the employment by giving in writing no less than four weeks' notice and the member of staff may terminate the employment by giving in writing no less than one term's notice.

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 2022. 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.