



LANCING COLLEGE PREPARATORY SCHOOL AT WORTHING

Appointment of
Individual Needs Assistant

(Fixed Term Contract for 12 months
- commencing September 2026)



The School

Lancing College Preparatory School at Worthing (LPW) 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.

Lancing Prep Worthing is one of the Lancing College family of schools complementing Lancing's prep schools in Hove 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 Worthing is a vibrant and nurturing independent school that offers a dynamic and enriching educational experience for children aged 2 to 13 years. Rooted in the values of kindness, curiosity, and ambition, the school fosters a culture where every child is known, supported, and inspired to thrive both academically and personally.

In May 2025, LPW was inspected under the Independent Schools Inspectorate's (ISI) new framework, which came into effect from September 2023. The school is proud to have received a highly successful outcome which affirmed the quality of the educational provision and pastoral care. In addition, LPW was named a Finalist for The Debrett's Education Award for Outstanding Pastoral Care, it received a Highly Commended Award for Best Learning Support in the Muddy Stiletto's Best School Awards and was shortlisted for Small Independent School of the Year in 2025.

The school combines high academic standards with a broad co-curricular programme. The dedicated staff work collaboratively to create a warm, inclusive environment where pupils are encouraged to explore their passions, develop resilience, and grow into confident, compassionate individuals.

The Appointment

The Individual Needs Assistant role is to support a pupil in lower Key stage 2 with 1:1 assistance within the classroom, with occasional withdrawal to provide specific support.

Job Title: Individual Needs Assistant

Responsible To: Special Educational Needs Coordinator (SENCO) and Head

Key Responsibilities:

- To support the individual pupil as guided by the class teacher and the SENCO.
- To undertake administrative tasks and adapting resources as necessary to support the pupil.
- To support pupil progress and achievement towards specific targets.
- To liaise with other 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 be fully committed to the safeguarding and welfare of our pupils.
- To ensure provision of core literacy and numeracy skills.
- To support the teacher and/or SENCO in monitoring, assessing, and recording the pupil's progress and learning.

Skills and Qualifications

Essential:

- Qualified and experienced Teacher or Teaching Assistant with a particular interest in supporting pupils with SEN.
- Strong interpersonal skills with caring manner with children.
- Good and effective communication skills and strong organisational skills.
- Confident in adapting technology to meet individual learning needs.
- Commitment and passion for education and SEN.
- Committed to collaboration with teaching staff and SENCO, ensuring proactive responses to the child's individual requirements.
- Ability to work flexibly and balance priorities in a busy school environment.

Desirable:

- Previous experience of working with children with SEN, particularly on a 1:1 basis.
- Good understanding of independent schools and their rationale.

This job description sets out main duties at the time when it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

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 SENCO, Amie Bennet abennet@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: Monday 2 February 2026

The School reserves the right to call individuals to interview prior to the closing date for applications.

Terms & Conditions

- Salary is £16,575 per annum.
- This is a term-time only position, for 32.5 hours per week to be worked Monday to Friday 8.30am – 4.00pm with a 20-minute paid break and 60-minute unpaid lunch break (a freshly prepared lunch each day, cooked by our in-house chefs is included as part of employment package). In addition, there is a requirement to attend INSET days and staff meetings at the beginning of each term.
- This is a fixed term contract of 12 months which commences from September 2026 with the aim to renew on an annual basis as the pupil moves up through the school.
- 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, one month's 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.