



# Lancing College



## Appointment of Learning Support Associate

## **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.

## **The Learning Support department**

The Learning Support department is centrally placed at Lancing. We are based in a fully resourced suite of rooms that includes three small teaching rooms, a computer workspace and an office. The Learning Support department is led by the Head of Learning Support (SENCO) and a team made up of an Access Arrangements Assessor, a Specialist Teacher (SpLD 7), a Maths Teacher, a Science Teacher and a Humanities Teacher.

The department offers specialist literacy, science and maths support to individuals and small groups as well as covering areas such as revision strategies, exam techniques and use of assistive technology. Teaching happens during study lessons for Sixth form and for other students in supported study slots, in afternoon break slots, or after the school teaching day (3:35 – 5:35pm). We work with students in Year 9 (III Form), Year 10 (VI Form), Year 11 (V Form) and students in our Sixth Form.

Some students arrive at Lancing College with learning differences that have already been diagnosed such as dyslexia, ADHD and other social communication needs. Other students are identified through internal screening and assessment by a specialist teacher/assessor and the gathering and collating of staff evidence and feedback. Students are also referred to external professionals for more specialised assessments.

The department also assesses for exams access arrangements and completes the paperwork necessary to meet the requirements set out by JCQ.

## **The Appointment**

The College is seeking an experienced and adaptable Learning Support Associate to join our well-established SEND department. The postholder will join a supportive team that works to enable and inspire learners from Year 9 to year 13. The role involves mentoring and guiding students with additional learning needs and special educational needs and disabilities, helping them to develop confidence, independence and effective study habits. The post also includes monitoring, tracking and administrative tasks to ensure that records relating to student needs are accurate, compliant and up to date.

Working across the Senior School, you will contribute to SEND provision through one-to-one support sessions, small-group teaching, targeted learning interventions and by supporting the development of effective study skills.

The department works closely with teaching staff, pastoral teams and families to ensure that every student is supported to achieve their full potential.

We are seeking a committed professional with experience supporting students with SEND in a secondary school setting, and a strong understanding of how learning differences can influence learning profiles and educational experiences.

We welcome applications from Learning Support Assistants and other professionals working within SEND teams, particularly those with experience supporting students with dyslexia, autism, ADHD and associated learning differences.

This role offers the opportunity to make a positive and meaningful contribution to students' confidence, learning strategies and academic progress.

**Job Title:** Learning Support Associate  
**Reporting to:** Head of Learning Support

### **Key Tasks and Responsibilities**

- To provide mentoring and learning support to students who experience barriers to achieving their full potential.
- To deliver high-quality support for pupils with additional needs arising from specific learning difficulties or special educational needs.
- To contribute to the creation, review and monitoring of Individual Learning Plans (ILP).
- To communicate effectively with subject teachers, tutors and House leaders to support pupil progress and ensure information is shared appropriately.
- To assist in preparing clear, informative learning support reports to support monitoring and review processes.
- To collect and organise evidence for access arrangements in accordance with JCQ requirements.
- To plan and facilitate student-focused engagement activities during selected afternoon break sessions (1:40pm–2:20pm) that appeal to neurodiverse learners (e.g. origami club, drawing sessions, card-game groups, board-game activities).
- To support drop-in learning support sessions for students seeking guidance with learning strategies or subject-related questions (1:40pm–2:20pm).
- To update pupil records and maintain accurate information on the school's management system.
- To maintain detailed, compliant and well-organised records and documentation.
- To confidently use IT for teaching, reporting and communication.
- To promote and support the use of assistive technology where appropriate.
- To attend departmental and whole-school inset meetings as required.
- To work with the Head of Learning Support to develop resources, strategies and best practice that support learning needs across the school.

### **Skills and Experience**

#### **Essential**

- Experience of working within a SEND department in either the state or independent sector, and experience supporting students with ADHD, dyslexia, autism and other associated learning differences.
- Experience of supporting secondary-aged students, typically those aged 13 to 18.
- Strong interpersonal skills with the ability to build positive and professional relationships with students, parents and colleagues.
- Excellent written and verbal communication skills, with a high level of accuracy and attention to detail.
- Confident in using ICT to support teaching, reporting and communication.
- Highly organised, with strong record-keeping and time-management skills.

- Ability and willingness to work collaboratively and support colleagues.
- Proactive, reliable, and able to use initiative to solve problems and improve processes.
- Enthusiastic, student-focused, and able to motivate learners effectively.
- Commitment to ongoing professional development and reflective practice

**Desirable**

- Familiarity with the AARA (Access Arrangements and Reasonable Adjustments) guidance.
- A degree in English, Humanities, Science, Maths or related subjects.

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](http://www.lancingcollege.org.uk). Please send any emails to [recruitment@lancing.org.uk](mailto: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.

**Closing date:** Friday 10 April 2026

**Interviews:** w/c 27 April 2026

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

**Terms and Conditions**

- The salary will be £24,000 - £28,00 per annum commensurate with the experience of the successful candidate.
- This is a term-time only position. Hours of work are 37.5 hours per week to be worked Monday – Friday 8.30am – 5.30pm with one-hour unpaid lunch break.
- 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.