



LANCING COLLEGE PREPARATORY SCHOOL AT WORTHING

Appointment of
Teaching Assistant



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 and 2026.

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

We are seeking a caring, enthusiastic, and reliable Nursery Practitioner and Teaching Assistant to work across both Explorers' Corner Nursery and Pre-School and the wider school (Reception to Year 8) as a Teaching Assistant. This varied role will involve supporting the learning, development, and wellbeing of children in the early years setting, as well as assisting pupils and teaching staff within the school environment as required.

The successful candidate will work closely with colleagues to provide a safe, nurturing, and stimulating environment that enables children to thrive academically, socially, and emotionally. This is an excellent opportunity for an individual who is passionate about supporting young children at all stages of their educational journey and who enjoys working as part of a collaborative and dedicated team.

Job Title: Teaching Assistant

Reporting to: Head

Key Tasks and Responsibilities

- To undertake administrative tasks efficiently and to a high standard.
- To take responsibility for a class for short periods of time with pre-arranged educational activities.
- To work with groups of children or individuals to support the class teachers in specific lessons.
- To manage day-to-day routine tasks independently and effectively.
- To supervise pupils at lunch and at playtime as part of the staff duty rota.
- To run one after school club (4.15pm to 5.15pm) per week.
- To support busy periods in the Nursery and Pre-School including wraparound on occasion.
- To ensure a safe and secure environment enabling pupils to feel relaxed and happy.
- To be available to undertake any reasonable task that the Teachers or Senior Leadership Team may from time to time require.
- To support the supervision, behaviour management and wellbeing of pupils in the classroom, during lunchtime and throughout the school environment, including the playground.

Skills and Qualifications:

Essential

- Educated to GCSE level (or equivalent).
- Hold a Level 3 Early Years qualification (suitable for Early Years Foundation Stage ratio requirements) or Qualified Teacher Status (QTS).
- Ability to work effectively as part of a team and contribute positively to a collaborative working environment.
- Ability to build and maintain positive professional relationships with pupils, colleagues and parents.

- Good communication and interpersonal skills.
- Understanding of the importance of safeguarding and promoting the welfare of children.
- Ability to support the delivery of high-quality learning and care for children.
- Self-motivated with the ability to work both independently and as part of a team.
- Reliable, conscientious and punctual, with a warm and professional manner.
- Flexible and adaptable, with the ability to manage competing priorities in a busy school environment.
- Resourceful and proactive in approach to work.
- Enthusiastic about supporting children's learning, development and wellbeing.
- Commitment to the values and ethos of the School.
- Willingness to contribute fully to the wider life of the School.

Desirable

- Relevant training in Early Years education, child development, first aid, or safeguarding.
- Previous experience of working in a nursery, pre-school, primary school, or similar educational setting.
- Experience of supporting children in the Early Years Foundation Stage (EYFS).
- Knowledge of EYFS principles and practices.
- Experience of supporting children's learning, development and play through age-appropriate activities.
- A positive, enthusiastic and solution-focused approach to work.
- Willingness to undertake further professional development and training as required.

Application Procedure:

Applications should be made using the application form.

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.

Informal conversations about the post may be arranged with the Head, Francesca Milling, at worthing@lancing.org.uk

Applications will be reviewed on receipt, and candidates may be invited to interview before the closing date. Early application is therefore advised.

Terms and Conditions:

- Salary is £15.36 per hour, inclusive of holiday pay.
- This is a term-time only position. Hours of work are 8.30am – 3.45pm, 4 days a week and 8.30am – 5.15pm, 1 day a week with one-hour unpaid lunch break. The extended day may be chosen by the successful candidate, depending on the day they wish to run the weekly after-school club.
- 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 Senior and Prep School, and at the discretion of the 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). At Lancing College Senior School this will be for the payment of 33.33% of the appropriate fees. At Lancing Prep Worthing this will be for the payment of 50% of the appropriate fees. This remission does not apply to care outside school terms. Sibling discounts are not available in addition to this. 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 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 probationary period of six months during which time the College may terminate the employment by giving in writing no less than one month's notice. Following probation, the notice period for either party shall be one term.

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.