



Lancing College



Appointment of Assistant Librarian

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 Library

The Gwynne Library was instituted in 2000 and was designed in consultation with the librarian in post at that time. The stock comprises the main site, two prep schools, a separate OL and local studies collection, and a heritage collection. In total this numbers just over 39.7k and includes electronic resources. The Head Librarian has responsibility for all stock and works with the Assistant Librarian to ensure good stock provision. The library subscribes to and manages a number of digital platforms including JSTOR. A generous budget is the responsibility of the Head Librarian.

The library team consists of three permanent members of staff (Head Librarian, Assistant Librarian & Library Supervisor). The Library Supervisor works most evenings and every Sunday. All three members of staff are chartered or working towards chartership. The library is open for a total of 70 hours across every day of the week during term time and is supported by student librarians and undergraduate assistants. The Head Librarian oversees the running of the Prep School libraries and, along with the Assistant Librarian, works with the Prep School Librarians by visiting each school regularly.

Students across all year groups use the library, with no one cohort taking precedence; Sixth Form students use the space for individual work daily; there is study seating for up to 44 individuals and further informal places to sit and read the numerous journals and newspapers provided. The College asks that all students bring their own electronic device to school, however there are a small number of computers available in the library.

The library enjoys excellent working relationships with all departments and has in recent years been responsible for the lending of textbooks. The Head Librarian and Assistant Librarian deliver information literacy skills across the year groups on a regular basis and assist with planning topics and courses as they occur across the curriculum and the academic year. The library has recently championed a CPD library for teaching staff and delivered short teaching and learning sessions.

Learning at Lancing

The post of Head Librarian and Assistant Librarian are key in the College's mission to create a thriving independent learning culture, centered around the learning culture at Lancing embodied in the Lancing Diploma.

The College's Diploma is engrained in all elements of its curriculum and co-curriculum. It features five key attributes that throughout their education, all College students encounter in a wide variety of unique contexts:

- Resilience
- Reflection
- Reciprocity
- Resourcefulness
- Responsibility

Students come to experience these attributes and become more articulate about them through the wide, holistic education we offer. One vital facet of this is our consistent focus on independent learning.

All Lancing students follow a programme of metacognition teaching in their first year that includes a 4000 word research project, one based on a curriculum that teaches them to research, refine and draft ideas, reference and construct a long-term project. This experience is then consolidated in future years through a consistent programme of project-based learning and enquiry. All students in the Lower Sixth Form are invited to submit to our Heresy Project, pursuing independent research projects of their choosing that challenge orthodox thinking and propose new personal perspectives.

We believe that the College Librarians are essential to maintaining this spirit of independent thought. The Library team is a key part of our scholarly community.

Job Title: Assistant Librarian

Reporting to: Head Librarian

Key Tasks and Responsibilities

The postholder will be expected to deputise in the absence of the Head Librarian and be responsible for the following:

Enquiry Desk

- Provide assistance to student and staff library users, especially with regard to study skills, effective use of resources, and the choice of resources to meet their academic and reading for pleasure needs.
- To actively supervise the library to ensure a purposeful, supportive atmosphere and appropriate use. Post-holder will frequently be the sole adult in the library.
- To participate in new student inductions; develop and deliver the ongoing programme of information literacy with the Head Librarian.
- To assist with training of new members of staff, undergraduates and student library assistants.

Stockwork

- To ensure the provision and maintenance of resources as directed by the Head Librarian and in accordance with the current development plan.
- To have sole responsibility for agreed areas of fiction and nonfiction stock on a rotational basis as agreed with the Head Librarian.
- To guide and assist the prep school librarians with stockwork, cataloguing and author events.
- To liaise with relevant academic heads of department in the provision of resources to support the curriculum.

Periodicals and online subscriptions

Online

- To develop and promote a variety of databases to support changing needs of information retrieval by students and staff.
- To monitor usage statistics and liaise with Librarian & teaching staff to justify purchase.

Periodicals

- To ensure existing periodicals are relevant to the needs of the curriculum.
- To audit check-in records and chase suppliers accordingly.
- To maintain periodical listings.
- To supervise storage and disposal of periodicals.

Library Management

- To catalogue new resources.
- To maintain the integrity of the information on the LMS (Accessit).
- To manage overdues.
- To manage and obtain books for the Staff Reading Group.
- To manage and obtain, liaising with departments, the provision of textbooks.
- To promote the library and its resources to staff and students.
- To attend training sessions as required.
- To assist in the maintenance of a safe and healthy working environment for library users and colleagues.
- To run book groups.
- Other duties as may be required.

Skills and Experience

Essential criteria

- Educated to degree level or equivalent.
- Chartered librarian or working towards.

Desirable criteria

- Experience of working in the education sector.

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 and appoint prior to the closing date for applications.

Terms and Conditions

- Salary is £25,145 per annum.
- This is a term-time only (plus 4 weeks) position. During term time, the postholder will work 32 hours per week, which includes evening and weekend hours as follows:
 - Tuesday 08.30am – 5.00pm (with 1-hour unpaid lunch break)
 - Wednesday 08.30am – 4.00pm (with 1-hour unpaid lunch break)
 - Thursday 08.30am – 4.00pm (with 1-hour unpaid lunch break)
 - Friday 1.30pm – 9.30pm (with 45-minute unpaid break)
 - Saturday 08.15am – 12.30pm
- Outside of term time, some flexibility is needed as work pattern will be according to Library needs.
- 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 two 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.