



Lancing College

Appointment for Graduate Assistant
(Music)

6-month contract



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](https://www.isi.org.uk/reports/isi-report-october-2023-lancing-college-independent-senior-school-sixth-form-woodard-west-sussex-south-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 Headmaster, Dr Scott Crawford, has been in post since August 2025.

Music at Lancing College

Music is at the heart of life at Lancing and the renowned Choir sings at services in Chapel as well at major cathedrals across the country and regularly broadcasts choral evensong on BBC Radio 3 most recently in October 2025 and December 2023. Music at Lancing is extremely well resourced, and the College Chapel is an inspiring setting in which to make music in services and concerts and is fortunate to possess magnificent organs by Frobenius and Walker. Large-scale symphonic and chamber music concerts are frequently given in Great School which houses a Steinway model D and extremely good acoustics for instrumental and choral music.

Choral and instrumental music flourish in the Choir, Choral Scholars (Chamber Choir), A Cappella Club, College Singers (Choral Society), Symphony Orchestra, Sinfonia, Concert Band, Big Band, Rock Society, a host of chamber music groups and a Music tech club.

There is a full and varied programme of events, ranging from lunchtime concerts, rock concerts and masterclasses to large-scale evening concerts and musical theatre. In the Lent Term the House Music Competition receives over 200 entries from pupils in solo, duet and ensemble categories, and the House Singing Competition in October involves every pupil in the school.

Concert highlights have included Tchaikovsky's *Nutcracker Suite*, Mussorgsky's *Pictures at an Exhibition*, Sibelius' *Finlandia*, Vaughan Williams's *The Lark Ascending* as well as numerous concerto movements. Chamber ensembles have performed Dvorak's *Dumky Trio*, Borodin's String Quartet no.1 first movement and Clara Schumann's Piano Trio second movement.

The College Singers together with the College Choir give an annual performance of major choral works including Mozart's *Solemn Vespers* Rossini's *Petit Messe Solennelle*, Handel's *Messiah* and Vivaldi's *Gloria* in recent years.

To celebrate the completion of the Chapel in 2022, the College commissioned a new anthem *The Earth is the Lord's* composed by Matthew Martin and now published by Novello. In 2024 the school celebrated its 175th Anniversary with the musicians performing in a Gala Concert in London at Southwark Cathedral and also giving the first performance of Lancing Beatitudes composed by Roxanna Panufnik and published by Peters.

There are regular musical productions in the theatre and recent shows include *Guys and Dolls*, *Sweeney Todd*, *The Addams Family*, *Anything Goes*, *Chicago* and *My Fair Lady*.

There are twenty-seven Music Scholars and Exhibitioners in the College with over half coming to Lancing from cathedral choir schools such as St Paul's, Chichester, Salisbury, Ely and Exeter. Lancing's Music Scholars regularly go on to study Music at the universities of Oxford and Cambridge, winning Choral and Organ scholarships and to many of the top music colleges including the Royal Academy of Music, the Royal Northern College of Music, the Guildhall School of Music and the Royal Birmingham Conservatoire.

Enrichment activities for Lancing's musicians include visits from professional musicians to give concerts, masterclasses, and lectures with recent visits from Nigel Short (conductor), Sally Beamish (composer), Meurig Bowen (arts administration) and the Kokoshka Trio.

The Department holds annual music events for Prep School pupils; orchestral and choral which have proved very popular amongst local preparatory schools.

Music Department Staff

The Department comprises three members of teaching staff; the Director of Music, Assistant Director of Music & Head of Academic Music and a Graduate Teacher of Music, supported by a Graduate Music Assistant and an administrator. There are twenty-four visiting music teachers offering tuition in the full range of orchestral and rock instruments and voice, many of whom also lead and direct school ensembles.

The Music School

The Music School has 14 practice rooms, a drum room, a chamber music room, a recital room and a computer suite. The recital room, where much of the academic teaching takes place, is also used for rehearsals and lunchtime concerts. The computer suite has recently been upgraded with 14 Macs fitted with a range of software such as Sibelius, GarageBand, and Logic. Further rehearsal space is located below the Chapel in the Bedford Studio for the Symphony Orchestra and the Crypt for the Choir.

Examinations

Pupils in Year 9 follow a foundation course in preparation for the GCSE courses in Years 10 and 11. We currently follow the AQA GCSE specification. In Years 10 and 11 there are normally two or three sets for pupils who have opted to take GCSE Music. In the latest GCSE examinations, the Music Department achieved 86% Grade 9-6 in Music GCSE.

At A Level we follow the OCR specification. Over the last two years the department has achieved a 100% pass rate, with 82% Grade A*-B.

Job Description

We are seeking to appoint a Graduate Assistant (Music) position for six months with possibility to extend, ideal for a recent music graduate from a university or music college.

Key Tasks and Responsibilities:

- To assist with choral and instrumental rehearsals, including taking sectional rehearsals, singing in the choir and playing in the symphony orchestra and/or sinfonia.
- To accompany choir, small groups and individuals for rehearsals and principally lower grade pupils for practice sessions, internal and public performances, and examinations.
- If the candidate is an organist, playing the organ at some services in Chapel as directed by the Director of Music.
- To teach aural for practical exams and theory up to a minimum of Grade V.
- To support academic music Evening School work (prep), including with pupils' use of music technology (e.g. Sibelius, GarageBand).
- To practice supervision during 4pm – 6pm activity periods.
- To file music sets, and catalogue printed and recorded music.
- To assist the Music Administrator and Head of Academic Music with administration of the department and students' individual lessons.
- To take responsibility for front of house co-ordination for Music School events and the preparation of programmes.
- To record concerts and examination coursework under supervision.
- To organise the storage of pupils' instruments and the school's stock of instruments.
- To organise the choir's robe list.
- To set up and store equipment and music for rehearsals and concerts.
- To provide classroom assistance within Senior school.
- To help with Prep schools' music experience days.
- To undertake pastoral involvement in the Boarding House to which the Assistant is attached, being on duty for one evening a week.
- To assist with the staffing of pupil recreational facilities at weekends and in the evenings.
- To assist with the staffing of trips and visits.
- To assist with Common Room duties in the wider supervision of pupils in the evenings.

Skills and Experience:

Essential

- Ability to work under pressure, as part of a team and maintain a good sense of humour.
- Ability to communicate clearly and effectively in writing and orally with pupils, colleagues, parents and public.
- Willingness to take on new challenges.

Desirable

- The ability to play the piano/organ or a string instrument would be advantageous; but we could consider applications from instrumentalists.

- A musician with good sight-reading skills and experience of accompanying and/or choral singing, ensemble playing, conducting.

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.

Closing date: Wednesday 4 February 2026

Interviews: Wednesday 11 February 2026

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

Terms and Conditions

- Salary is £16,335 – £17,853 per annum (FTE), pro-rated to a six-month contract according to responsibilities.
- In addition to term time hours the Graduate Assistant (Music) will be required to attend staff inset days after the end and before the beginning of term as reasonably required. Some evening and weekend work may also be required.
- You will be entitled to the statutory minimum holiday entitlement, and this must be taken during school holidays.
- Unless you are informed otherwise, you will be provided with accommodation for the duration of your employment, and this will be free of charge from rent and all other utility bills.
- It is expected that the Assistant will remain at the College for the duration of the contract and that the post-holder will be fully involved in the musical life of the College.
- The post-holder will be entitled to one hour per week of instrumental tuition, paid for by Lancing College.
- Registration with the School Doctor is arranged on arrival.
- The College may terminate the employment by giving in writing not less than four weeks' notice and the member of staff may terminate the employment by giving in writing not 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 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.