



CITY OF LONDON  
SCHOOL FOR GIRLS

## Contents

About us

The role

Summary of responsibilities

Person specification

Staff development and benefits

How to apply

Conditions of service

Our school and our values

More about the school

Our vision

Information Pack for the position of  
Teacher of biology  
Part time or full time, maternity  
cover

# The role

The biology department is an integral part of the science faculty which includes physics and chemistry departments. There are two full time and three part-time biology teachers.

The science faculty has eight well-equipped laboratories. Each department receives a generous annual budget. All the laboratories are equipped with either interactive whiteboards or screens. The laboratories are serviced by a specialist technician for each of chemistry, biology and physics. Each specialist technician reports directly to their head of department.

The expectation is that all girls take three separate sciences at GCSE, following the Edexcel IGCSE course in each subject.

The role is offered on a part-time or full-time basis maternity cover, likely to be for the summer term of 2025.

## The department

Years 7 to 11 are taught in groups of up to 26 girls. At KS3 girls have one double lesson of biology each week. IGCSE work is started in year 9 and the main text book is Pearson's Edexcel IGCSE Biology. In years 10 and 11, the girls have three lessons of biology each week.

Edexcel examinations are taken at A level. Approximately 27 girls take A level biology each year. Each group has eight timetabled lessons in year 12 and eight in year 13. The teaching of each group is shared between two teachers. Girls applying for biology related degrees are offered enrichment lessons and those applying for medical degrees have a regular programme of events through Medics' Society including preparation for interviews and BMAT.



# The role (cont.)

Sixth formers attend lectures at universities and other institutions in London and our speakers programme regularly features scientists and doctors.

As well as being ideally situated to take advantage of the many museums and events in London, the Biology department runs an A level field study course in Pembrokeshire.

The teacher appointed should be willing to play a full part in the life of the school including marking, report writing and parents' evenings.

## Line Management

The successful candidate will be line-managed and supported by the Head of Biology.

## Details of post

We are seeking a well-motivated and enthusiastic subject teacher who should be able to carry out the following duties:

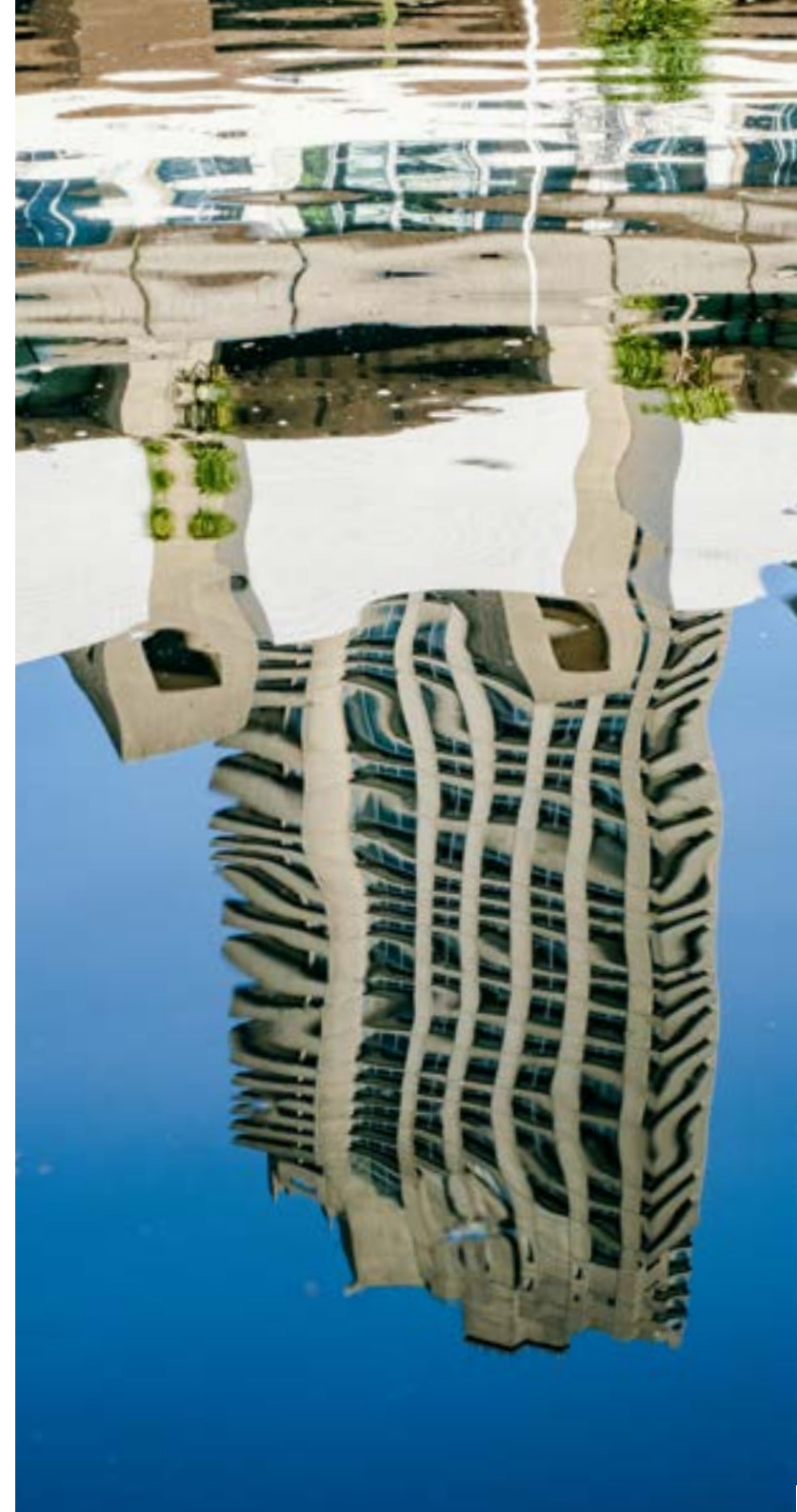
- To teach biology throughout the school.
- To take on departmental duties and responsibilities as shall from time to time be allocated by the head of biology.
- To be responsible for safety during lessons and to maintain discipline.
- To assist with trips if necessary.



# Summary of responsibilities

## The general duties to be performed are:

- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures
- To cover for absent colleagues and to set work for them where necessary
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary
- To undertake the duties of form tutor or deputy form tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group
- To attend parents' evenings, staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions
- To ensure that appropriate records of homework, classwork, tests and assessments are kept and are available as required, in line with the school's policies
- To participate in the school's appraisal scheme and to take advice from senior colleagues on professional development
- To co-operate in the preparation of new courses and the exploitation of cross-curricular links
- To make a contribution to the extra-curricular life of the school



# Person specification

## Essential

- Good academic qualifications - degree or equivalent in biology.
- Competency In the use of ICT for administration, report writing and for carrying out the teaching of this subject.
- Commitment to further professional development.
- Willingness to get involved In the extra-curricular life of the school.
- An ability to motivate students to reach their full potential.

## Desirable

- Experience of teaching a range of ages from years 7 to 13.
- Understanding of the expectations of a high achieving academic environment.
- Experience as a form teacher.

You should be aware that we may approach any previous employer as a child protection measure.



# Staff development and benefits

Members of staff at the City of London School for Girls enjoy certain privileges and a salary well above the level of a comparable post in the maintained sector. The salary for this post is competitive depending on experience.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

Teaching staff have five dedicated INSET days for training each academic year. Within the City family of schools there are frequent opportunities for collaborative professional development in which the school has always taken a leading role.

A staff fee remission scheme is available to members of teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years, and further details can be supplied to applicants invited to interview upon request.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



# How to apply

To apply, please complete the application via CV Minder by **Friday 8 November**. Interview dates are to be confirmed.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

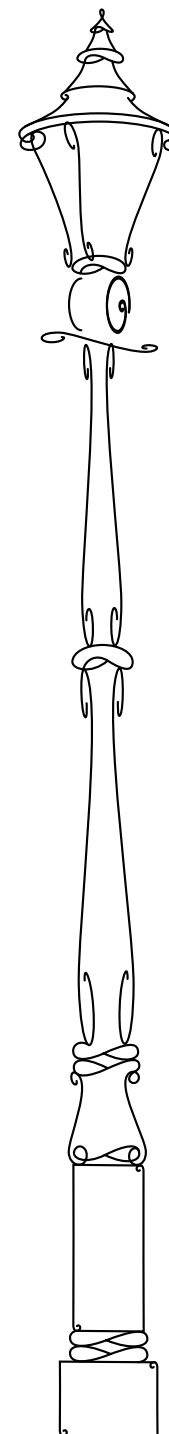
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

## Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees of the City of London Corporation

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



# Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here.](#)

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.





# Our school and our values

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

## Our values: respect, responsibility, resourcefulness

The three Rs of City permeate all that we do and could never be more pertinent:

- **respect** for self, others and our environment
- **responsibility** for our own independent learning and development, our actions and words
- **resourcefulness** which includes resilience, courage, creativity and aspiration



# More about the school

The school has about 760 pupils. There are c200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries, provided by livery companies, the City of London Corporation, corporate and private donors and the school.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Partnership is a vital part of the school culture. CLSG works with a number of schools within and outside the City of London.

The school is administered by the Corporation of the City of London.

To learn more about the school please explore our [website](#).



# Our vision: finding space to pioneer

Over the next ten years, we will build on our reputation as one of the country's leading girls' schools. We want to be a school which is not only known for its outstanding education, but has real influence and reach, which it uses to further wider educational outcomes and discourse. We want our school to be fun, pioneering and properly adventurous, leading the country in scholarly exploration, pastoral development, partnerships and co-curricular engagement.

Our vision is for students, staff and the wider community to find their space to pioneer. As well as the requirement to forge new physical space for the site and by being a creative, pioneering part of the post C-19 City regeneration of space, we aim to break new educational ground and claim our space, in three critical ways.



# Finding space to pioneer

## Scholarly space

Learning is, of course, at the heart of all that we do, and we will continue to provide inspirational and empowering teaching for our students. Our spectacular examination results speak for themselves, but we will seek to provide so much more than this, experimenting and innovating, so that we instil in our students a love of learning for its sake, equipping them with the strategies to be lifelong learners, nimble and resilient to face any challenge.

## Shared space

We understand the extraordinariness of our space and want to share it. Appreciating the difference we can make when we work with others, we will build partnerships with sustained impact on our wider communities. We will be pioneering in our collaborative work, establishing long-lasting relationships with the City family of schools, including a new and stronger bond with our brother school, City of London School.

## Reflective space

We shall scrutinise our space, and encourage a culture of reflection. The constraints of time and space in a busy and commuting school are significant. We shall establish a strong coaching culture in the school, so that all staff and pupils can gain an understanding of strategies required to reflect on their own aims and ambitions. We shall give them the space to pause and develop, equipping them with the tools to lead happier and more successful lives. They will be inculcated with a greater sense of confidence, self-awareness and taught to listen and learn from others.