

Information pack for the role of

# Joint Internship (CLS, CLSG, CJS)



**Closing date:** 9am, Monday 5 May

**Interview date(s):** Monday 12 May

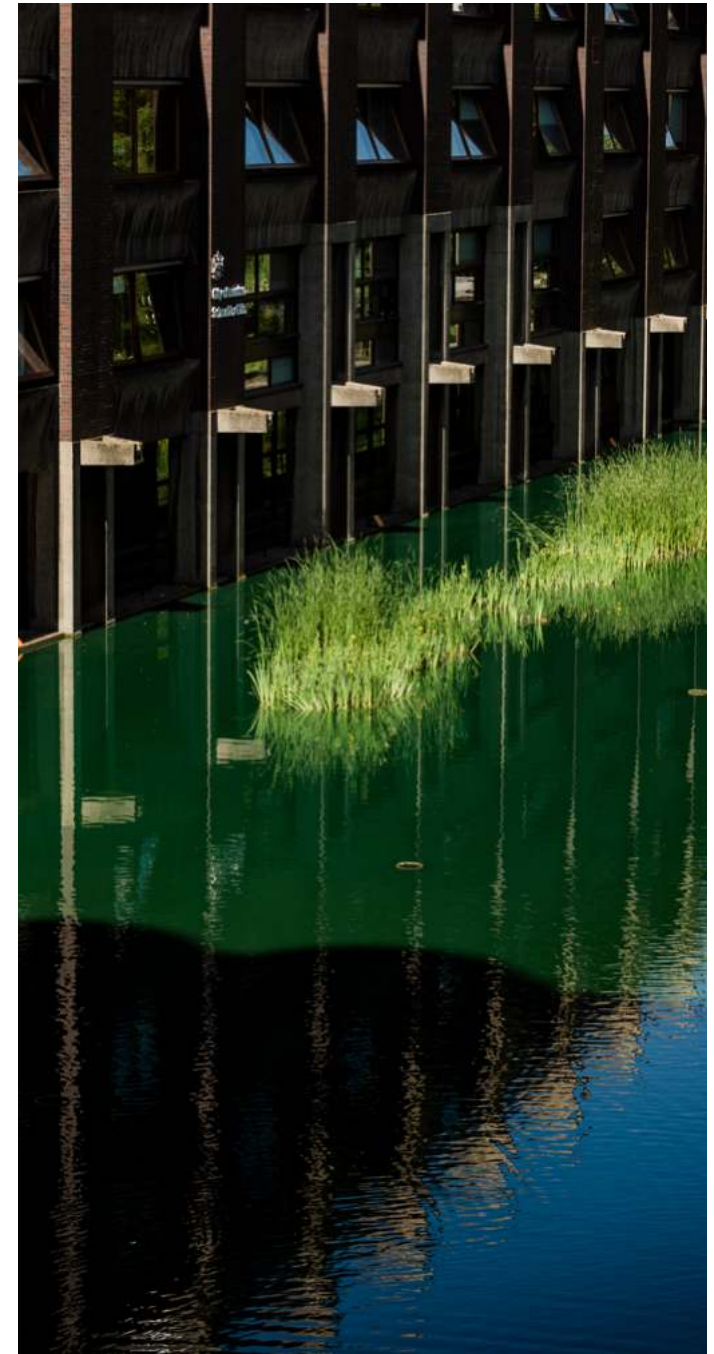
Tuesday 13 May

# Internship description

The week-long paid scheme in June 2025 is for inspiring individuals who are from Black, Asian, mixed heritage or other minority ethnic backgrounds to experience school life at City of London School (CLS), City of London School for Girls (CLSG) and City of London Junior School (CJS).

This is a unique opportunity for current undergraduates, post-graduates or potential career-changers, who may have not previously contemplated teaching, especially in the independent sector. It will be especially exciting for those who have not had direct experience of a classroom setting as adults, and will provide valuable experience and insights for people considering teaching in any sector, subject or age-group.

This internship scheme has been created to contribute to efforts designed to make the teaching profession more inclusive, in part so that teachers are more representative of the London population and the pupils whom we teach. It is a top priority for CLS, CLSG and CJS that we both attract and retain a staff body that is not only excellent, but also reflects the London community within which we live, and our diverse pupil body. As such, it is of paramount importance to the School that we acknowledge our current imbalance and seek to rectify this through as many routes as possible. The schools will hope to maintain an ongoing relationship with those accepted onto the scheme.



# The internship

The internship will run from 09 - 20 June, with four days spent at CLS, four days at CLSG, and two days at CJS.

The experience will include:

- The chance to observe a range of lessons
- Advice on lesson planning and content
- The chance to deliver lessons and receive feedback
- A mentoring session with a Head of Department
- A buddy system with a current teacher
- A pastoral case study session
- Inclusion in a pastoral session with the opportunity to lead a discussion
- The potential for engagement with co-curricular activities of interest

This is a paid internship paid at £150 per day plus transport and on-site lunches for the two weeks.





# Person specification

- Undergraduate, post-graduate or career changer
- Have specialist knowledge in their chosen subject
- Be enthusiastic about sharing specialist knowledge and a love of learning





# School locations



**City of London School**  
107 Queen Victoria Street, London EC4V 3AL



**City of London School for Girls**  
St. Giles' Terrace, Barbican, London EC2Y 8BB



**City Junior School**  
4 Gray's Inn Place, London, WC1R 5EY

# How to apply

Please apply via CVMinder on [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk).

Should you have any questions, please email [HR@cityoflondonschool.org.uk](mailto:HR@cityoflondonschool.org.uk)

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**Tuesday 13 May**



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The Schools are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

