



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
Our ethos and vision
Strategic development plan

Information Pack for the position of
Teacher of SEND

The role

City of London School for Girls is a thriving independent secondary school committed to providing a nurturing and stimulating learning environment for all students. We value inclusivity and strive to ensure that every student reaches their full potential. We are seeking a passionate and dedicated SEND Teacher to join our supportive team and make a positive impact on the lives of our students with Special Educational Needs and Disabilities (SEND).

The role is offered on a full time basis, with a start date of either September 2025 or January 2026.

Job Description

The successful candidate will work collaboratively with teachers, parents, and external agencies to ensure that students with SEND receive the appropriate support and access to the curriculum. Depending on the candidate's subject specialism and the school's needs, there may be opportunities to teach within their specialist subject area alongside their SEND responsibilities.



Key responsibilities

- Develop Personalised Learning Plans (PLPs), tailored to the specific needs of students with SEND, in partnership with students, their parents/guardians, and appropriate professionals.
- Provide targeted interventions to students with SEND, both individually and in small groups.
- Collaborate with subject teachers to differentiate the curriculum and ensure inclusive teaching practices.
- Maintain accurate and up-to-date records of student progress and interventions.
- Liaise with parents, external agencies, and other professionals to ensure a coordinated approach to student support.
- Contribute to the development and implementation of the school's SEND policy and procedures.
- Provide training and support to staff on SEND best practice.
- Foster a positive and inclusive learning environment that promotes student well-being and independence.
- Participate in relevant professional development opportunities.
- Potentially deliver lessons within a specialist subject area, depending on candidate expertise and school need.



Person specification

- Qualified Teacher Status (QTS) or equivalent.
- A relevant SEND qualification is highly desirable.
- Proven experience of working with students with a range of SEND in a secondary school setting (Experience working with students in an academically selective setting is desirable)
- Strong understanding of best practice in SEND provision in the context of a pupil-centred approach.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively as part of a team.
- Strong organizational and time management skills.
- A commitment to inclusive education and student well-being.
- Ability to design and deliver effective interventions, tailored to the needs of students.
- Strong IT skills (desirable – experience using Microsoft Teams and Sharepoint).
- A passion for helping all students achieve their potential.

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 competitive salaries.

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.

The school is part of the City of London Corporation along with City of London School, Freeman's School, and City Junior School.

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 four 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

The closing date for this role is 9am on **Tuesday 6th May**. Interview dates are to be decided.

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

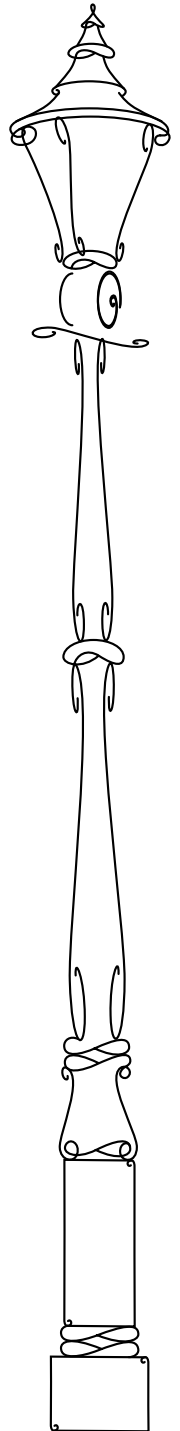
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

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.

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.

The school has about 800 pupils. There are c,200 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.



Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

Our vision

We inspire our pupils to **find their space to pioneer.**



Our strategic development plan will *ready* our pupils in five key areas:



[Our strategic development plan can be read in full on our website by clicking this link.](#)