

Closing date:

Thursday 22 May 2025 (9am)

We reserve the right to appoint before this deadline and encourage early applications.

Interview date(s):

Wednesday 4 June 2025

Information pack for the role of **Teacher of Learning Support** **0.4 FTE**

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City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.

www.cityoflondonschool.org.uk





Our Strategic Aims



Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2024-2029](#) is available to read in full on the CLS website.

Teaching and Learning

Our aim is that all pupils should fulfil their potential and leave with a love of learning. Our staff are highly qualified specialists in their subjects and their own academic aspirations encourage pupils to develop their creative, intellectual and physical skills.

The teaching environment provides both challenge and enjoyment. It is designed to support individual talent and ambition and help our pupils to develop their understanding of the world.

We teach our pupils the value of constructive questioning and analysis, and give them the tools with which to interrogate the world and to form their own ideas and opinions, as well as appreciating and respecting those of others.

Good teaching and learning develops creative thought, critical thinking and problem solving, research skills, intellectual curiosity and an ability to challenge preconceptions and to think outside the box.



Facilities



A modern, purpose-built School in an iconic location allows us to provide an attractive and dynamic learning environment for pupils and staff alike.

A quiet, yet amazingly spacious building, its walls and exhibition spaces have works of art in profusion and variety – most of which are produced by pupils. Outside, to the south, flows the River Thames whilst to the north, the dome of St Paul's Cathedral is rarely out of view: it is an altogether inspiring environment in which to study and grow up. The courtyard and upper playground are particular assets, providing light, fresh air and space.

Almost all our teaching staff have their own teaching room and each of our departments has a staff common room and a full range of specialist audio-visual equipment, which is supported by full-time technicians. Inside the building you will also find a large Learning Centre and library (renovated and modernised in 2016 as a result of generous support from a benefactor, and benefiting

from a backdrop that takes in the Millennium Bridge and the Shard), a bookshop, a 200-seat theatre, a separate drama studio, numerous music practice rooms, a sports hall and a swimming pool.

Pupils also benefit from over 20 acres of sports pitches, tennis courts and running tracks at our Grove Park site in South East London. Most pupils spend one afternoon there each week.

The School has developed a Masterplan for improvements to our buildings and facilities over the next decade. This will improve provision for on-site sport and provide additional teaching and multi-purpose spaces.

Learning Support at CLS

The School wishes to appoint an enthusiastic and well-qualified Learning Support specialist teacher and assessor to work in an energetic, collegiate and dynamic department.

At City of London School, we celebrate neuro-diversity and embrace the positive impacts that these varying perspectives bring to the wider school community. Pupils with diagnosed learning differences and disability are supported by our skilled multi-disciplinary team of specialist teachers and assessors throughout their time at CLS, who work to ensure that all pupils can thrive as confident and independent members of our community.

There are five teachers in the department and one part-time administrator. All learning support teachers are expected to assess, coach and support study skills tailored to individual needs, and teachers are encouraged to pursue areas of particular interest, and to innovate and make use of opportunities that CPD and new technology presents.

Support for pupils ranges from social communication work to executive function coaching and building the skills and strategies needed to thrive with underlying specific differences.

The department is very successful, with high parent and pupil satisfaction levels. Examination results from pupils accessing learning support are in line with year group averages (95% of A-level entries gained A* to B grades in 2024).

Members of the Learning Support Department are actively involved in school life, helping to run clubs and societies that are inclusive for the neurodivergent community at the school, as well as organising speakers and workshops for parents, staff and pupils

Communication is at the heart of the department, with learning support teachers actively encouraged to work closely with subject teachers as well as get involved in peer coaching sessions, share best practice, provide up-to-date guidance and advice, and

ensure reasonable adjustments including access arrangements are put in place appropriately.

Technology has become an integral part of the strategies and tools provided through the Learning Support Department, and knowledge of Microsoft 365 and Office Suite with proficiency in Word, Excel and PowerPoint as well as OneNote and Teams are highly desirable. Working knowledge of iSAMS is helpful but not essential.



Job Description

Specific duties

Safeguarding

City of London School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- » Being responsible for safeguarding and promoting the welfare of pupils for whom they are responsible or with whom they come into contact.
- » Adhering to the School's Safeguarding and Child Protection Policy at all times.
- » Reporting concerns to the Designated Safeguarding Lead if, in the course of carrying out their duties, they become aware of any actual or potential risks to the safety or welfare of children in the School.

Teaching

- » Developing engaging lesson materials and leading appropriately

Job Title	Teacher of Learning Support 0.4 FTE
Start date	September 2025/January 2026
Salary	£38,190 - £62,640 plus two progression points to £64,680 - £66,780 <i>(City of London School pay scale 2024/25)</i> <i>plus responsibility allowance, timetable allocation and membership of the Teachers' Pension Scheme</i>

structured lessons to meet the individual needs of students accessing Learning Support.

- » Regularly assessing, evaluating, and providing feedback on student performance and progress, utilizing a variety of formative and summative assessment tools. Contributing to organising and running all-school screening assessments.
- » Fostering a positive and inclusive learning environment for all students, promoting their academic and personal growth and well-being.
- » Maintaining open and effective communication with parents and guardians, through regular meetings and ongoing dialogue, to support student success.
- » Ensuring the proper care and maintenance of all instructional materials, equipment, and classroom spaces.
- » Adhering to established departmental policies and guidelines regarding curriculum, instructional methods, differentiated instruction, special education, and homework assignments.

Duties & Responsibilities

Assessments and Reports

- » Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Educational Methods

- » Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

Public Examinations

- » Ensuring familiarity with the current public examination requirements in their subject; participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for pupils' supervision during such examinations.

Form Tutoring and Co-Curricular Activity

- » Participate in the form tutoring, pastoral and house systems as and when required.
- » Participating in the various co-curricular activities offered, appropriate to his/her interests and skills. NQTs are usually allocated to a form as Assistant Tutor in their first year at CLS.

Discipline, Health and Safety

- » Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the

School premises and when they are engaged in authorised School activities elsewhere, e.g. risk assessments.

Meetings

- » Participating, as required, in meetings which relate to the curriculum, administration or organisation of the School, including pastoral arrangements.
- » Attendance at all Staff Day and weekly briefing meetings is obligatory.

Duties

- » Carrying out weekly duties as directed by the Senior Deputy Head.
- » Carrying out non-tutor duties for those staff who are not tutors.

Cover

- » Supervising and, when appropriate, teaching any pupils whose teacher is not available to teach them. This is arranged using the cover system.

Appraisal

- » Participating in the School's appraisal arrangements as appraiser and/or appraisee.

Further Training and Professional Development

- » Reviewing teaching methods and programmes of work, and participating in arrangements for further training and professional development.
- » Attending in-service training sessions, as required.

Other Responsibilities

- » In addition to those listed above, the post holder will be expected to undertake all professional duties as outlined in their Contract of Employment, in line with School policies and procedures, and according to the Department for Education's Teachers' Standards.
- » The post-holder will be responsible for actively seeking to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of themselves and others whilst carrying out their duties.
- » The post-holder will be responsible for actively seeking to implement the City of London Corporation's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Person Specification

Qualifications

- » Well qualified graduate in the appropriate subject discipline.
- » Level 5 and Level 7 Specialist Teacher/ Assessor Qualification desirable.
- » DfE recognised QTS is highly desirable
- » **Method of Assessment:** production of certificates, references and interview

Experience

- » Knowledge of the subject (as shown by qualifications and interview)
- » **Method of Assessment:** contents of application form, interview and professional references.

Skills

- » Good oral and written communication skills
- » Effective classroom management and organisation to ensure a positive and safe learning environment
- » Engaging classroom presence with excellent subject knowledge and a passion for encouraging wider

debate and research, with the ability to encourage active and independent learning

- » Effective planning, assessment and record keeping
- » An appreciation of pupils' differing needs and an ability to employ flexible teaching strategies, as appropriate
- » The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff
- » The ability to develop and maintain positive relationships with parents and outside agencies
- » The ability to incorporate relevant EdTech into teaching and learning
- » The ability to accept and respond positively to constructive criticism
- » **Method of Assessment:** contents of application form, interview and professional references.

Commitment

- » A desire to develop his/her professional knowledge, skills and experience in order to maximise pupils' achievement
- » A willingness to contribute to the overall life and well-being of the School
- » Involvement in Pastoral system or other School extracurricular activities
- » **Method of Assessment:** Contents of Application Form, interview and Professional references.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

www.cityoflondonschool.org.uk/vacancies

We reserve the right to appoint before this deadline and encourage early submissions.

Closing Date: **Thursday 22 May 2025 (9am)**

Interviews will be held on **Wednesday 4 June 2025**

City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We recognise that our staff body does not reflect the ethnic, cultural and social diversity of the broader CLS community. We warmly welcome applications from anyone with the relevant skills and ability, and particularly from those who may not have previously thought of applying to a school such as ours. We use an anonymised application process. All appointments will be made on merit, following a fair and transparent process.

To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2024 ISI Inspection report is available on the website. www.cityoflondonschool.org.uk



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