



CITY OF LONDON  
SCHOOL FOR GIRLS

## Contents

About us  
The role  
Details of post  
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 LAMDA and City  
Shakespeare Award (3-5 days per  
week)



# The role

To inspire, encourage and empower students through expert specialist teaching of LAMDA and the City Shakespeare qualification, contributing to the creative and cultural life of the Drama Department at CLSG. This role plays a key part in nurturing confident, articulate, and creative students across a dynamic and ambitious Drama programme.

One-Year Fixed Term Contract

Start date: 1 September 2025

Hours: Part (0.6) or full-time, evening, weekend, and occasional school holiday work required.

Salary: Up to £50,000 for a full-time contract depending on qualifications and experience

Applicants are invited to indicate their preference for part-time or full-time in their application.

## **Flexibility in Appointment**

We welcome applications from candidates with a variety of backgrounds and interests. The role could also be adapted for:

- Part-time LAMDA teachers (2–3 days per week)

Please state your preference of role and preferred hours clearly in your application.



# Job purpose

City of London School for Girls is seeking a part or full-time Teacher of LAMDA and City Shakespeare to deliver high-quality tuition across our vibrant enrichment programme. The role includes:

- Teaching LAMDA Acting, Verse & Prose, Speaking in Public and Reading for Performance across all levels (Introductory to Grade 8)
- Delivering the City Shakespeare qualification, a new course developed by City of London School for Girls and accredited by Guildhall School of Music and Drama
- Preparing students for performance exams and supporting them in developing confidence, communication, and creativity
- Supporting the Drama Department's co-curricular activities, including occasional direction or workshops, and participation in performances and events
- Assisting with administration and logistics related to exam entries, timetables, and parent communication

This post is ideal for a qualified LAMDA teacher who thrives in a high-achieving, artistically ambitious school environment and values nurturing self-expression and performance excellence in young people.



# Summary of responsibilities

## **LAMDA and City Shakespeare teaching**

- Plan and deliver individual and small group LAMDA tuition, maintaining high student outcomes
- Prepare pupils for LAMDA exams across all grades and disciplines
- Teach the City Shakespeare qualification to pupils aged 12–18, helping to shape and grow this unique programme
- Maintain effective communication with parents and ensure administrative accuracy with exam entries

## **Enrichment and Co-Curricular Contribution**

- Collaborate with the Drama Department on school productions, festivals, and showcases
- Provide occasional support during busy periods, including cover teaching or coaching
- Potential to offer workshops or lunchtime sessions related to line –learning and performance rehearsals



# The drama department

CLSG's drama department is a lively and professionally connected hub of activity, producing:

- Full-scale musicals, promenade theatre, bilingual productions, and student-led work
- Regular exam and showcase performances across all year groups
- Collaborations with industry professionals and leading cultural institutions

Facilities include:

- A Black Box Studio, MOAT outdoor amphitheatre, and a flexible Main Hall performance space

Our qualifications include:

- Eduqas GCSE and Edexcel A Level
- The new City Shakespeare qualification

We foster a culture of high artistic standards, playful exploration, and inclusive participation, ensuring every student can grow in creativity and confidence.

## About the School

The City of London School for Girls (CLSG) is a selective independent day school for girls aged 11–18, based in the heart of the Barbican. We are a member of the HMC and part of the City of London Corporation's family of schools.

CLSG is known for:

- Academic ambition, progressive values, and an inclusive ethos
- Around 20% of pupils receiving means-tested bursaries
- A highly supportive approach to pastoral care and pupil wellbeing
- Broad and enriching co-curricular opportunities across the arts, sport, and leadership
- City partnerships including the Guildhall School of Music & Drama

The school community is collaborative, intellectually curious, and deeply committed to creativity and the arts. The successful candidate will be part of a forward-thinking and supportive environment.

# Person specification

## **Essential**

- Recognised LAMDA teaching qualification
- A degree or conservatoire-level qualification in Drama or related discipline
- Experience preparing students for LAMDA exams and evidence of strong results
- A passion for performance and the ability to inspire confidence in young people
- Excellent organisation, communication, and time management skills

## **Desirable**

- Experience delivering different drama qualifications or enrichment courses
- Interest in Shakespearean text, verse speaking, and performance
- Knowledge of digital learning tools
- Ability to speak a modern foreign language is an advantage but not essential



# 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.

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 **29 August**. Interviews will take place on a rolling basis as applications are received.

**We reserve the right to close this advert early upon a successful appointment.**

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

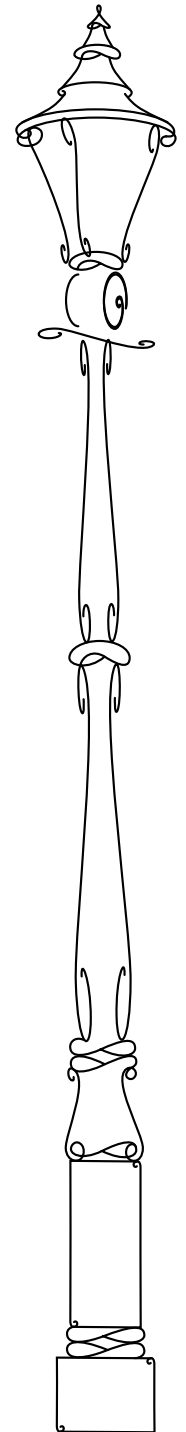
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

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.](#)