City of London School

Closing date
Tuesday 24 November 2026 (9am)

Interviews
w/c 30 November 2026

Recruitment pack for the role of

Director of Safeguarding

Full time / Permanent

City of London School
Our Values and Vision
Role Summary
Main Duties
Person Specification
How to Apply

Recruitment Pack



City of London School

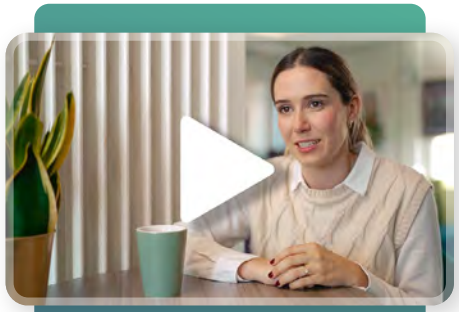
CLS was named by the Sunday Times as London Independent Secondary School of the Year 2020, and occupies fine, modern buildings near St. Paul's Cathedral overlooking the River Thames, opposite Tate Modern.

Our School has a long-standing record of high academic achievement (94.2% of A-Level entries gained A* to B grades in 2026, 83% were A-A*, 60% Grade 9 at GCSE, 84% 9-8 and 97% 9-7 GCSE in 2026).

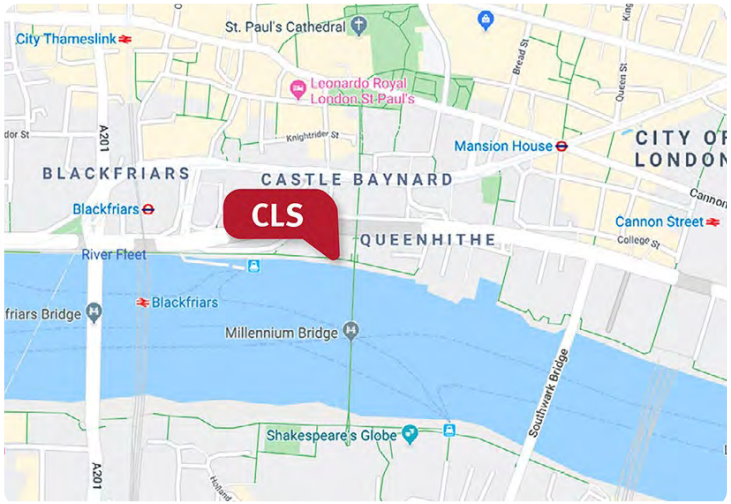
We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries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

Visit our website to learn more about working at CLS and to meet some of our current staff





Hear what it's like to work at CLS from our own staff.









Our Values and Vision

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.

Kind.

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.

Aware.

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. We are enriched 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.

Kind.
Aware.
Ready.

A more detailed outline of our **S**trategic Vision 2024-202**9** is availble on our website.

Role Summary

We are seeking an outstanding **Director of Safeguarding** to join our school from January 2027.

The Director of Safeguarding is a crucial role within the School, responsible for ensuring the welfare and safety of all children and young people who attend City of London School.

The Director of Safeguarding will be a member of Professional Services staff at the School. They will implement and have a strategic oversight of the school's safeguarding policies and procedures, in accordance with the guidelines outlined in Keeping Children Safe in Education (KCSIE).

The Director of Safeguarding will be a Deputy Designated Safeguarding Lead, supporting the Designated Safeguarding Lead in the effective delivery of safeguarding and child protection across the School (including online safety). They will be a collaborative colleague, a committed practitioner, and be fully supportive of the school's vision and values. They will have demonstrable experience of safeguarding knowledge. They will be a qualified social worker with broad experience in both children's social care and safeguarding in an educational setting.

They will confidently ensure the school provides up-to-date, relevant advice/ training and support to enable the school community to have the knowledge and understanding of all safeguarding policies and practices to which they must adhere. The Director of Safeguarding will be pivotal in advising and supporting other members of staff on child welfare, safeguarding and child protection matters, and will liaise with relevant external agencies.

They will work in conjunction with the City Family of Schools when required and provide relevant and appropriate training to all stake holders. They will contribute to the broader debate about best practice in the sector.

Role:	**Director of Safeguarding**
Employment:	Full time, permanent
Start date:	January 2027
Working hours:	As required for the role.
Salary:	Competitive
Responsibile to	Deputy Head Pastoral

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. We use CV Minder to anonymise applications.

Main Duties

Revision of Job Description: according to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Safeguarding Policy Implementation

1 Develop, review and maintain the school's safeguarding and other relevant policies, ensuring they are compliant with KCSIE guidelines.

2 Ensure all staff members, including teaching and professional services staff, are aware of and adhere to the safeguarding policies and procedures.

3 Regularly communicate and promote a culture of safeguarding amongst staff, pupils, parents, and other stakeholders.

4 Have a strategic oversight of the school's safeguarding to ensure there is a comprehensive understanding and effective delivery of it.

Deputy Designated Safeguarding Lead

5 Act as the principal point of contact for all safeguarding concerns in accordance with the School's safeguarding reporting and escalation procedures.

6 Work closely with the Designated Safeguarding Lead, who is also the Deputy Head (Pastoral), and other key pastoral staff in ensuring all pupils are safeguarded.

7 Provide advice, guidance, and support to staff regarding safeguarding matters and refer cases to external agencies when necessary.

8 Collaborate with external agencies, such as Children's Services and the police, to address safeguarding concerns and coordinate appropriate interventions. Refer cases to the Prevent Multi-Agency Programme where there is a radicalisation concern and support staff who make referrals. Attend strategy discussions as required, initial child protection conferences, child in need meetings, child looked after reviews as necessary and produce reports as necessary.

9 Ensure the Head is made aware of safeguarding issues in the school, either directly or via the Deputy Head (Pastoral).

10 Liaise with the Nurse and School Counsellors where safeguarding concerns are linked to mental health.

11 Liaise with the Deputy Head (Pastoral) on attendance data, to identify safeguarding or other issues that may impact on pupils' learning and achievement.

12 Liaise with the Director of Digital Strategy and IT Services Team to ensure effective filtering and monitoring of the school's network, promoting online and digital safety and following up any safeguarding concern or inappropriate use.

13 Encourage a culture of listening to children among all staff, ensuring that children's voices are heard and that the school puts measures in place to protect them.

14 Model best practice and always uphold the principles of confidentiality and data protection.

15 Oversee CPOMS on a daily basis and distribute caseload to the Safeguarding team.

16 Play a key role in weekly meetings that pertain to the welfare of pupils. These include meetings with the Deputy Head (Pastoral), Heads of Section, Head of Learning Support, Lead Nurse, Counsellors Counsellor and other relevant staff. To lead these meetings when required and provide any additional space for reflective practice as appropriate.

17 Attend local safeguarding cluster meetings and meetings.

18 Lead on the case management of the most vulnerable pupils and to delegate safeguarding cases as appropriate.

19 Develop and facilitate individual and group work with pupils and parents/ carers.

20 Establish and, where appropriate, facilitate pre-emptive or focused actions, such as restorative justice or positive relationships programmes.

21 Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

22 Undertake home visits to families who have applied for transformational bursaries. Verify that children missing education are safe and well and/or to carry out discussion/assessments to provide on-going support for safeguarding purposes.

Training and Education

23 Arrange and deliver regular safeguarding training sessions for all staff members, ensuring they are up to date with the latest safeguarding practices and procedures.

24 Deliver safeguarding training as part of the induction of new members of staff.

25 Provide ongoing support and advice to staff regarding the identification and reporting of safeguarding concerns.

26 Collaborate with other professionals and organisations to organise external training sessions and workshops for staff and parents.

27 Understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation.

28 Be able to understand the unique risks associated with online safety.

29 Undertake training to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE.

Record Keeping and Documentation

30 Maintain accurate and up-to-date records of all safeguarding concerns, incidents, and actions taken, in compliance with legal and regulatory requirements. Ensure decision making is clear in the records and any lessons learned, including a systematic approach to recording digital evidence relevant to safeguarding cases.

31 Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

32 Ensure confidentiality and sensitivity when handling safeguarding information, adhering to data protection policies and procedures.

33 Monitor and review safeguarding records to identify patterns, trends, or areas for improvement, and implement necessary changes to safeguarding practices.

34 Monitor issues surrounding harmful sexual behaviour and manage responses.

35 Where children leave the school (including in-year transfers):

- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE;
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves.

36 Support safer recruitment including undertaking safeguarding interviews and training and by advising on and auditing the SCR.

Safeguarding Awareness

37 Keep abreast of current research and understanding which is applicable to Child Protection, Safeguarding and family work.

38 Promote and raise awareness of safeguarding issues within the school community through the development of initiatives, campaigns and resources, including website articles and assemblies.

39 Provide guidance and support to parents and guardians regarding safeguarding matters, encouraging open communication and collaboration.

General Responsibilities

40 Maintain professional standards of attendance, punctuality and conduct with pupils, parents and colleagues.

41 Promote diversity, equality and inclusion in all aspects within the school.

42 Work towards and support the School's vision and objectives, as outlined in the School's Strategic Vision.

43 Support and contribute to the School's responsibilities for safeguarding pupils.

44 Work within the School's Health and Safety policy and related policies, to ensure a safe environment for all staff, pupils and visitors.

45 Maintain high professional standards of attendance, punctuality, appearance and conduct, and maintain positive and courteous relationships with staff, pupils and parents.

46 Engage actively and positively in the performance review process.

47 Undertake other reasonable duties, as directed by the Head, as required from time to time.

48 The post-holder must adhere to and ensure compliance with the School's Safeguarding and 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, they must report those concerns to the DSL or to the Head immediately.

Person Specification

Please find below the key skills, knowledge and experience which are essential requirements for this post.

The following details the qualifications, experience and skills that the selection panel will be keen to explore with candidates. It is understood that no single person will fulfil every criterion and we encourage candidates to apply regardless and demonstrate, during the selection process, an openness to develop in areas where they might not have existing qualifications and/or experience.

Professional qualifications / Technical Skills

- Qualified Social Worker;
- Excellent interpersonal, written and oral communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy and to build and sustain effective working relationships at all levels internally and externally;
- Ability to lead and manage staff and processes;
- Highly proficient ICT capability (including Excel) and analytical numeracy and statistical skills;
- Excellent knowledge of legislation relating to child protection and safeguarding including GDPR, Prevent and other associated legislation;
- Excellent knowledge of safeguarding practice in education including safeguarding online.

Experience and knowledge

- Significant experience of children's social care;
- Significant experience of safeguarding in an educational setting;
- Experience of making referrals to external bodies and acting as the lead representative on cases;
- Experience of working at a senior level in a complex organisation - managing others, commissioning and directing activity and ensuring objectives are translated into effective plans and strategy;
- Experience of advising and influencing senior management on organisational priorities and specific issues through expertise and advanced knowledge of safeguarding;
- Experience of designing and delivering training and education;
- Experience of organisational and administrative skill, with the ability to remain calm under pressure and work to tight deadlines;
- Experience of managing investigations under complaints or other policies;
- Experience of record keeping, records systems and maintaining accurate, confidential and sensitive data.

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/about/vacancies**

Closing Date: **Tuesday 24 November 2026 (9am)**

Interviews: **w/c 30 November 2026**

Note that we reserve the right to appoint before this deadline and therefore encourage early submissions.



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 online checks, checks with past employers and the Disclosure and Barring Service.

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.

Our **Recruitment Policy** and **Safeguarding Policy** are available on the CLS website.

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



City of London School

Kind.
Aware.
Ready.

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

cityoflondonschool.org.uk
020 3680 6300

CITY OF LONDON

Proud to be part of the
City of London Corporation