



Appointment of Deputy Head  
(City Schools)

September 2026

City of  
London  
School



CITY OF LONDON  
SCHOOL FOR GIRLS



## Welcome

We are delighted that you are considering the post of Deputy Head (City Schools), a unique and strategically significant role that marks the next stage in the collaboration between City of London School (CLS) and City of London School for Girls (CLSG).

Both schools enjoy reputations for academic excellence, exceptional pastoral care and a rich co-curricular provision. At the same time, we are ambitious, outward-looking and committed to continual evolution. This new role represents a significant and exciting opportunity to shape the future of collaboration across the City Schools, ensuring that our pupils continue to benefit from an outstanding education.

The Deputy Head (City Schools) will be the first appointment of its kind, working across CLSG and CLS to lead joint educational initiatives, strengthen strategic collaboration and play a central role in the development of our shared vision. Most notably, the postholder will help to define and deliver an innovative shared Sixth Form model, including the creation of a new Sixth Form hub in the heart of the City, opening in 2028. This ambitious project will create a distinctive educational experience, providing pupils with exceptional opportunities for intellectual growth, leadership, partnership and engagement with the wider world.

City of London School for Girls (CLSG) and City of London School (CLS) are independent schools owned by, and proud to be part of, the City of London Corporation. The schools are committed to playing an integral part in the fulfilment of the City of London Corporation's Corporate Plan. The responsibilities that the schools have to wider society are embedded in their ethos, aims and values. The Schools have recently set up a Junior School – City Junior School (CJS).

We look forward to welcoming applications from candidates inspired by this exciting vision.

Jenny Brown, Headmistress (City of London School for Girls)  
Alan Bird, Head (City of London School)



## 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.

# City of London School for Girls

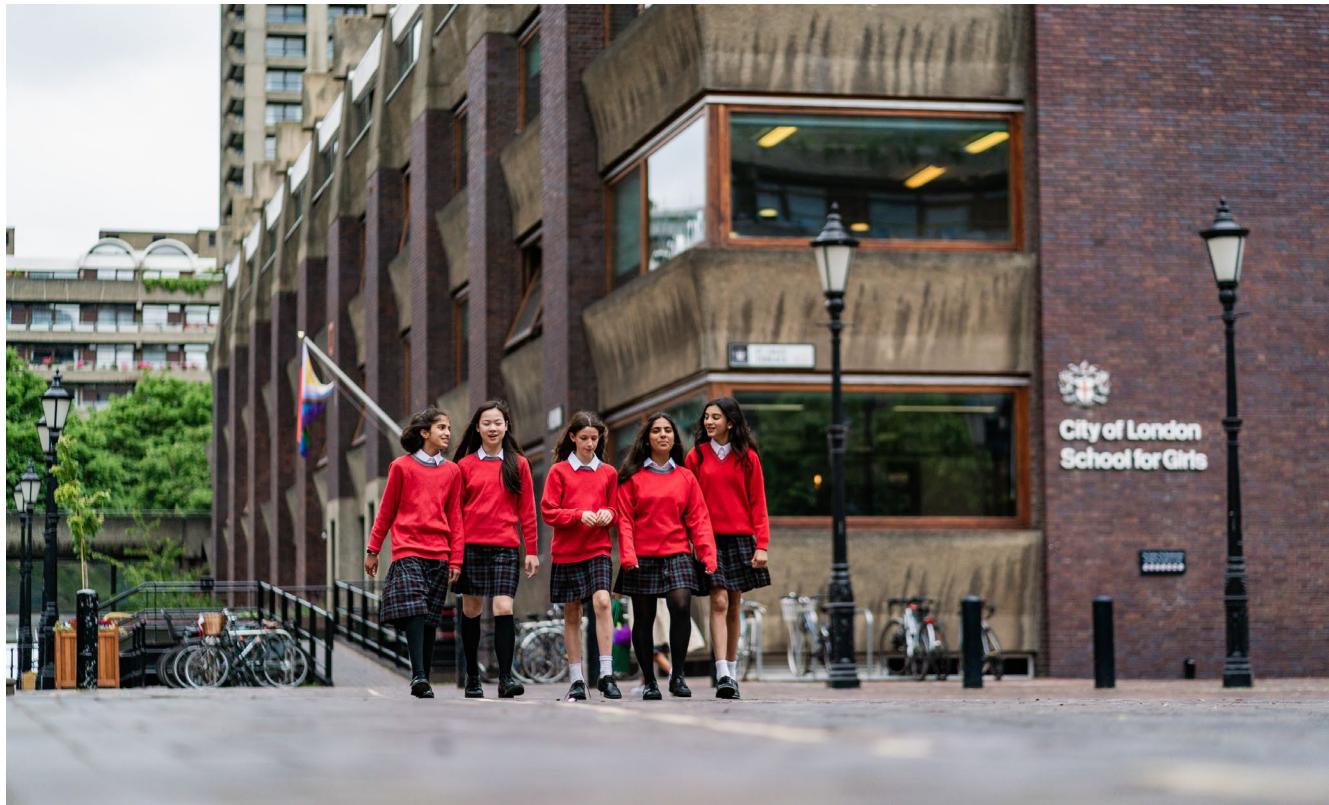
Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

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.

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 Role

## Introduction and Overview

In the next exciting step of their evolution and collaboration, the Deputy Head (City Schools) will be the first appointment of this nature working across City of London School for Girls and City of London School.

The Deputy Head (City Schools) will have responsibility for leading on all joint educational initiatives across the two schools, ensuring an ongoing outstanding educational experience for all relevant pupils across the City Schools. Working closely with professional services staff, and those in the shared service teams in particular (e.g. Projects, HR, IT), they will play an instrumental role in building links between the two schools, both of which are owned and governed by the City of London Corporation, and leading on any educational project or initiative in which the two schools are equal stakeholders. This will include some work within the newly-formed City Schools' International.

From September 2026, the main focus for the Deputy Head (City Schools) will be to oversee the preparation and launch of a new shared Sixth Form space and educational model from September 2028. The two schools will take possession of a building in a superb location in the heart of the City, which will become the Sixth Form hub from that date. Whilst pupils will remain on roll at their respective schools, Year 12 and Year 13 pupils will enjoy a state of the art facility, serving as a social, pastoral and co-curricular hub, and the home for shared activities and some shared teaching. The Centre, in the heart of the Square Mile, will be ideally suited between both schools and will, in both concept and design, be a half-way house to university, offering a unique and unrivalled experience for the pupils of both schools. The Deputy Head (City Schools) will have a central role in defining the scope and nature of this collaboration, and hence the opportunity to fundamentally define the Sixth Form experience for future pupils at CLSG and CLS. They will work very closely with the Director of Projects to design that provision and oversee the transition.

The extent and scope of the building, as well as its location, offer an opportunity to build on the exceptional and extensive partnership work of both schools. It is envisaged that it will become the partnership hub for work with all of the City of London Corporation's 'Family of Schools', and turbo-charge our vision to be the leading bridge to business and leadership in the City for young people educated in all the City's schools.

The Deputy Head (City Schools) will be a member of the Schools' Strategy Group, a cross-school Executive Team comprising the Heads, the COO, the Director of People, the Senior Deputy Heads (of CLS and CLSG) and the Head of CJS. This group meets fortnightly to discuss matters of cross-school strategy and operation in an atmosphere of confidentiality and collective responsibility. The Deputy Head (City Schools) will also sit as part of the Senior Management Teams at both CLS and CLSG, attending meetings as required by the agenda.

Members of the SMT are expected to have a knowledge of relevant issues affecting schools nationally (and within the independent sector), and to contribute to discussions relating to educational planning and policy development. As a Deputy Head, the post-holder may be called upon to deputise for a Head during term, or during school holidays (as arranged with the Heads). Furthermore, the postholder may be asked to advise on any matter of school policy, procedure or routine beyond the remit of this Job Description, and to inform the Heads of any significant developments or opinions on any matter, from any relevant source.

This Job Description should be seen as enabling rather than restrictive and will be subject to frequent review.

# Responsibilities

## Specific Responsibilities

The specific responsibilities of the Deputy Head (City Schools) will include the following, though the focus at any particular point in time will be as agreed with the Heads of CLS and CLSG:

### *Sixth Form Collaboration*

- Lead the strategic collaboration between, and development of, CLSG and CLS Sixth Forms, in preparation for greater joint working from 2028. Oversee all elements of the move into a new Sixth Form building from September 2028. This will include all relevant policies and procedures (e.g. the handling of safeguarding, pupil welfare, pastoral care, teaching and learning, assessment and reporting), and decisions around – and the logistics of – the scope, extent and nature of joint teaching.
- Determine and facilitate new courses and other collaborative initiatives that will be enabled by this development.
- Determine how a new resource of this nature can further broaden and enrich the educational experience of pupils in both schools, including those beyond the Sixth Form.

### *Strategic Development*

- Spearhead the strategic thinking and operational delivery of collaborative working across the City schools, for the benefit of all pupils, staff and parents.
- Support, as required and with the agreement of the Heads, the work of City Schools' International and any other projects that both schools support.

### *Partnership*

- Work with the Director of Partnerships to support an exciting programme of opportunities for all the City Schools.

### *School Management*

- Play an active part in the senior executive team, readily contributing to collective decision making and future strategy.

### *Admissions and Marketing*

- Alongside the Heads of Sixth Form, work with the Marketing and Admissions Departments to promote the sixth form both internally and externally.

### General Responsibilities

As a member of the Schools' SMTs, the post-holder will also contribute more broadly to the Schools' activities (e.g. interviews, support for school events). They will demonstrate support for the Schools' visions, objectives, policies and procedures; they will support and contribute to the Schools' responsibilities to safeguard pupils; and they will maintain the highest professional standards in dealings with staff, governors, pupils and parents.

It is anticipated that the post-holder will do a small amount of teaching within each of the two schools. There is no preference for subject specialism.





## Person Specification

The Deputy Head (City Schools) should be able to demonstrate all or most of the following qualifications and attributes:

### *Qualifications and Experience*

- A good honours degree
- Significant experience in whole school leadership, ideally gained in a setting with direct read across to the City of London schools
- Proven track record of successful project and change management
- Experience of strategic planning and its implementation
- Experience of people management and senior leadership

### *It would be helpful to have some experience of the following*

- Further professional qualifications, including a teaching qualification
- Experience in a start-up and/or set-up environment
- Experience in working across diverse settings
- Experience of international education
- Expertise around sixth form leadership

### *Personal Attributes*

- Strong collaborative and interpersonal skills
- The ability to work with diverse stakeholders
- The ability to influence and achieve desired outcomes
- The ability to manage significant change
- Flexible and adaptable and comfortable operating within new or changing structures
- Resilience, steel, humour
- Creative and solutions-focussed

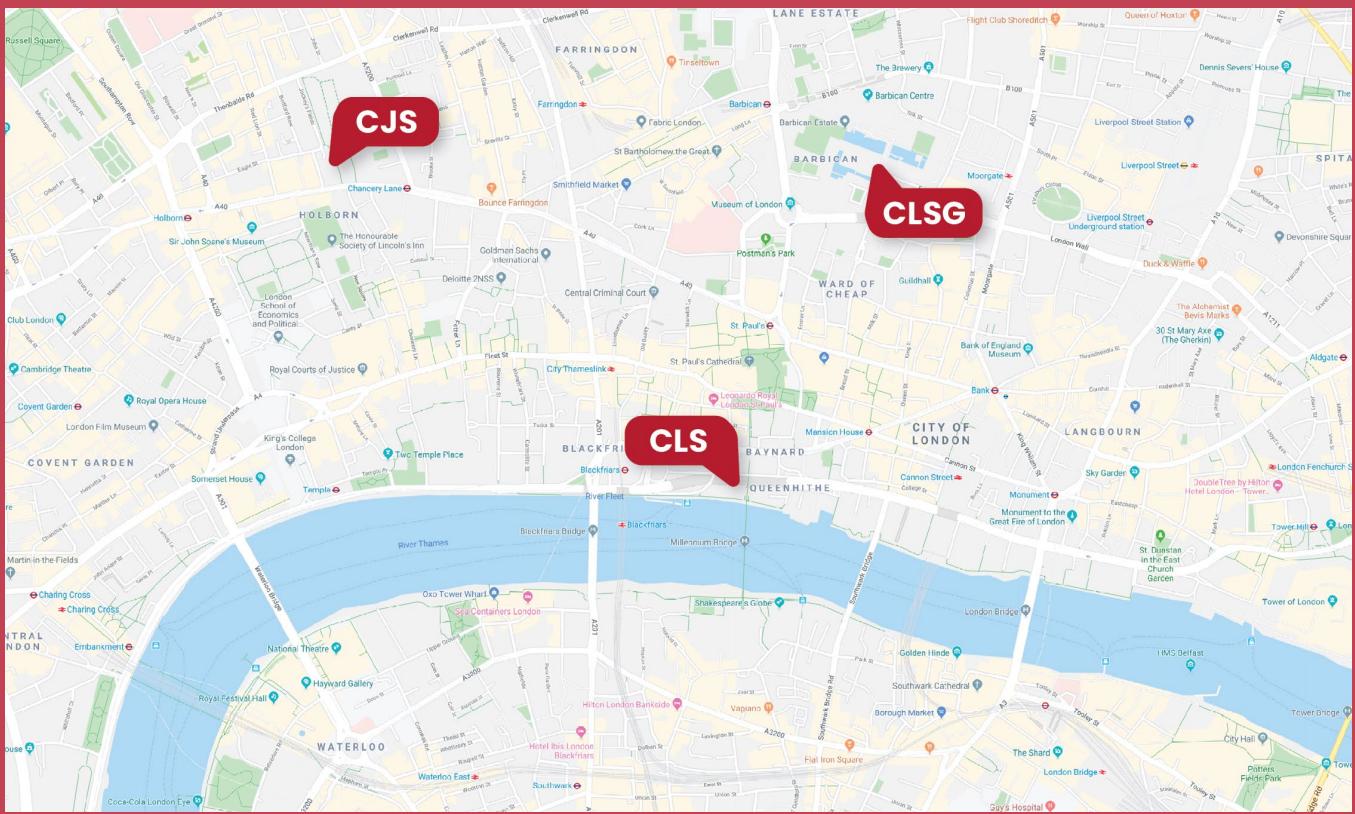
### Reporting Lines

The Deputy Head (City Schools) will report jointly to the Heads of CLS and CLSG.

### Package:

A competitive salary will be offered, depending on the skills and experience of the appointed candidate.

# School Locations



**City of London School**  
107 Queen Victoria St,  
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

Saxton Bampfylde Ltd is acting as an employment agency advisor to City Schools on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments\\_using\\_code\\_LAIARC](http://www.saxbam.com/appointments_using_code_LAIARC).

Click on the 'apply' button and follow the instructions to submit a CV and cover letter.

The closing date for applications is 9am on Thursday 12<sup>th</sup> February.

The key dates in this process are:

First round panels: Thursday 5<sup>th</sup> March and Friday 6<sup>th</sup> March

Final round panel: Wednesday 18<sup>th</sup> March

Shortlisted candidates will be required to complete an application form.

## **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

## **Due diligence**

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. Other checks may include searches carried out via internet search engines and any public social media accounts.

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.





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