

Information pack for the role of

Board of Governors Co-opted member (Safeguarding)

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Dear candidate

I am delighted that you are interested in becoming a Governor at City of London School. CLS is a remarkable school and I feel very privileged to be involved with it. It is one of the UK's leading independent schools, offering a rich, creative and outward facing education to gifted pupils from all backgrounds aged 10 to 18 years. Occupying an iconic site under the dome of St Paul's Cathedral and across the river from Tate Modern and Shakespeare's Globe, we are committed to preparing respectful, optimistic and inquisitive young people for the rapidly changing demands of the twenty-first century.

We have exceptional teachers and staff, achieve some of the best academic results in the country complemented with a strong co-curricular offering, and an emphasis on the pastoral care for all our pupils. Our long history and tradition, centred in the City and as part of the City of London Corporation, is complemented by our progressive approach to education.

A handwritten signature in black ink, reading 'Tim Levene'.

Tim Levene

Chair of Governors

CLASS OF 1991

City of London School

City of London School is a highly successful school, educating pupils between the ages of 10 and 18. It was named by The Sunday Times as London Independent School of the Year 2020, and it occupies fine, modern buildings near St Paul's Cathedral overlooking the Thames, opposite Tate Modern. There are impressive off-site sports facilities in south-east London. The School dates back to the 15th century but was established as a stand-alone school within the City of London by Act of Parliament in 1834.

Throughout its history, it has taken an innovative approach both to admission and its curriculum; today, it is proud of the diversity of its pupil body (drawn from all across London), of its programme of transformative bursaries (the School currently has 100 pupils in receipt of transformational bursaries), its partnership work (particularly with the City of London Corporation's 'Family of Schools') and, of course, its commitment to academic and co-curricular excellence. This is an exciting time to take on a strategic role within the School, with the opportunity to work





collaboratively with an exceptional Board of Governors, as the School works to fulfil its five-year Strategic Vision, launched in September 2024. The Strategic Vision 2019-24 can be [read on our website](#).

We understand that for boys 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 boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.





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



Kind. Aware. Ready.

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 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 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 thanks to the generous support of an Old Citizen, 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.



Leadership, Management and Governance

There are over 1000 pupils at CLS (aged 10 to 18) and over 160 teaching and professional services staff. The Senior Management Team includes:

- › **Mr Alan Bird**, Head
- › **Mr Mark Wardrop**, Senior Deputy Head
- › **Mrs Alice Martineau**,
Deputy Head Pastoral
& Designated Safeguarding Lead
- › **Mr Andrew McBroom**,
Deputy Head Co-Curricular
- › **Mr Glenn Bezalel**,
Deputy Head Academic
- › **Miss Noeleen Murphy**,
Director of Studies & Senior Mistress
- › **Mr Patrick Sanders**, Head of Lower School
- › **Mr Basher Savage**, Head of Middle School
- › **Mr Paul Eteson**, Head of Sixth Form
- › **Mr Philip Marshall**,
Director of Admissions & Operations
- › **Ms Kathrin Ostermann**, Director of
Philanthropy & External Engagement
- › **Ms Sofie Gutteridge**,
Director of Safeguarding
- › **Mr Chris Webb**,
Assistant Director of Studies

In addition, there is a Senior Leadership Team of professional services staff who work across City of London School, City of London School for Girls and City Junior School. This 'shared services' leadership team includes:

- › **Mr John Hall**, Chief Operating Officer
- › **Ms Katie Kerr**, Director of People and
Transformation
- › **Mr Adam Živanić**, Director of Digital Strategy
- › **Mr Mark Wilkinson**, Interim Head of Finance
- › **Mrs Jane Elliott-Waine**, Head of Compliance,
Premises and Operations

CLS is proud to belong to the City of London Corporation and is committed to playing an integral part in the fulfilment of the City of London Corporation's Corporate Plan and the fulfilment of its Education Strategy. Both the Plan and the Strategy lay out high aspirations for all those who learn within the City's Family of Schools, with the ultimate aim that young people are able to enrich their lives and reach their full potential – regardless of their background, identity or ability.



The Board of Governors

The Board of Governors of the City of London School is the body that oversees and provides strategic leadership for the School, sitting as a committee of the City of London Corporation. The Board is made up of both elected Members of the City of London Corporation and Co-opted Governors appointed by the Board.

The Board is seeking to appoint one individual to the Board as a Co-opted Governor with specific responsibility for safeguarding and compliance. The successful candidate will have a robust understanding of safeguarding

in a secondary school setting and significant experience within the sector more broadly, directly or indirectly. The successful candidate should have a good awareness of the framework by which independent schools are inspected.

We aspire to build a Board that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with relevant skills and experience and particularly from those who may not have previously thought of becoming a Governor of a school such as ours.

The role of a Co-opted Governor

The School is part of the City of London Corporation, and the Board of Governors is a Grand Committee of the Court of Common Council. Membership comprises elected members of the Court, and up to seven external, co-opted members, appointed to four-year terms. All Governors are expected to attend four full meetings of the Board each year; they will also be asked to serve on one of three sub-committees (Academic and

Education; Finance and Estates; Governance and Risk), each of which meets termly. Governors with particular responsibility for specific areas of the Board's oversight work, such as safeguarding, will require occasional visits to the School and may have further contact beyond this. Governors are warmly welcomed to a range of school events throughout the school year. The post of Governor is unremunerated.



Job Description

As part of the governing board team, a Governor is expected to:

The Board of Governors is accountable to the City of London Corporation, parents and the local community. Appointments are usually for **four years**, renewable a maximum of twice. The Board of Governors' main role is to help raise pupils' standards of achievement, to maintain compliance and to ensure a strong and bright future for the School.

1. Contribute to the strategic discussions at governing board and relevant committee meetings which determine:

- the vision and ethos of the School
- clear and ambitious strategic priorities and targets for the School
- that all children, including those with special educational needs, have access to a broad and balanced curriculum
- the School's budget
- the School's capital programme and the development of the School site
- the School's staffing structure and key staffing policies
- the principles to be used by school leaders to set other school policies, and
- appropriate oversight of City Junior School (a junior school governed by CLS, in conjunction with City of London School for Girls)..

2. Hold executive leaders to account by monitoring the School's performance; this includes:

- agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the school development plan
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- asking challenging questions of school leaders
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority, and
- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers.

3. Ensure the school champions diversity and is an inclusive place to work, that staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.

Person Specification

- Relevant senior experience in education (ideally at secondary level) with strong support for the ethos and ambitions of City of London School.
- A robust understanding of safeguarding in a secondary school setting and significant experience within the sector more broadly, directly or indirectly.
- A good awareness of the framework by which independent schools are inspected.
- A willingness to undertake any training required for the role of Safeguarding Governor in addition to that required for ongoing Governor development.
- Ability to develop and support an ambitious agenda.
- Ability to contribute to a cohesive working environment.
- Confidence to challenge existing practices constructively and diplomatically.
- Ability to synthesise disparate viewpoints and develop an agreed direction.
- Integrity and discretion.
- Capacity to give the time needed to this role.
- Ability to manage conflict sensitively.

N.B. Unfortunately, we are unable to accept applications from the parents of children who currently attend City of London School.



Application Process

Interested candidates are invited to contact RS Academics by email to arrange an initial confidential discussion with Louisa Barham, who is leading the search: louisabarham@rsacademics.com.

Initial screening will be undertaken by RS Academics. The School will undertake interviews with selected candidates. Appointments will be made further to interviews with the Chair of Governors and the Head, and it is expected that a final appointment will be confirmed by the Board of Governors at its meeting in December 2025.

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If interested candidates have questions in advance of application, they are invited to contact either **Melanie Peel** (Clerk to the Governors) on melanie.peel@cityoflondon.gov.uk or **Karen Boyce** (Head's Executive Assistant) on boycek@cityoflondonschool.org.uk. They will be able to direct any such queries appropriately.

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 current or past employers and with the Disclosure and Barring Service.

City of London School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers (including governors) to share this commitment. The successful candidates will be required to apply to the Disclosure and Barring Service for an Enhanced Disclosure. We warmly welcome applications from all sectors of the community as we aspire to attract staff and volunteers that match the social and cultural diversity of our pupil intake.

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.

City of London School

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Proud to be part of the
City of London Corporation

