



**GUIDE FOR APPLICANTS**  
**for the position of Headteacher at Northburn Primary School**

Thank you for your interest in becoming a Headteacher in Northumberland. The Governors and the Local Authority would like to thank you for your interest in this post. We believe that Northumberland is both a beautiful and rewarding place to live and work.

The application pack including the job description, person specification and letter from the Chair of Governors have been provided to help you decide whether you wish to apply.

Please take some time to match your skills, experience and aspirations against these. Headteacher appointments are critical to the success of a school. The Governors welcome applications from candidates who have a good understanding of the context of this school, and a clear and committed vision for its future success.

**The Application Form**

It is important that you complete all sections of the form and that you provide full information in each section. Please do not send a CV as these cannot be accepted.

Please note the requirement that you must not alter the design or layout of this form in any way. If you need this form in another format (in Braille, in large print etc), please contact Dave Cookson on 07342 059770.

As well as responding to the person specification in the 'Further Details in Support of your Application' section, we would ask you to respond to the following:

**To accompany your application, please share with us a 500-word reflection on how your values align with the school.**

The closing date for the receipt of applications is noon on Monday, 24<sup>th</sup> February 2025.

Shortlisting is scheduled for Friday 28<sup>th</sup> February 2025 and the interview will be held on the 10<sup>th</sup> and 11<sup>th</sup> March 2025.

Please ensure that your application is returned to [headships@northumberland.gov.uk](mailto:headships@northumberland.gov.uk)