



**GUIDE FOR APPLICANTS  
for the position of  
Headteacher at Hexham First School**

The governors and the Local Authority would like to thank you for your interest in becoming a Headteacher in Northumberland. 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, has been provided to help you decide whether you wish to apply and, if so, to make an effective, good quality application.

Please take some time to match your skills, experience and aspirations against these when reaching your decision. Headteacher appointments are critical to the success of a school, and the governors are looking for candidates who have a good understanding of the context of this particular school and a clear and committed vision for 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 in no more than 500 words:

**This school is at the heart of its community. How would you develop the involvement of parents/carers and the wider community in the life of the school to raise the school's profile further?**

The closing date for the receipt of applications is noon on Friday 9<sup>th</sup> January 2026.

Shortlisting is scheduled for Wednesday 14<sup>th</sup> January 2026 and interviews will be held on Wednesday 21<sup>st</sup> January 2026.

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



**Northumberland**  
County Council