



Northumberland

County Council

Wellbeing and Community Health Services

GUIDE FOR APPLICANTS

Thank you for your interest in becoming a Headteacher in Northumberland. The information, job description and person specification enclosed have 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 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.

Your application must be suitable for photocopying as it will be shared and read with everybody involved in the appointment process. 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 Lisa Headington on (01670) 622741.

The closing date for the receipt of applications is noon on the Friday 2nd November 2018. Shortlisting is scheduled for Wednesday 14th November 2018 and the interview day will be Wednesday 28th November 2018.

Please ensure that your application is returned in good time to allow for processing, apply by sending the completed application form to headships@northumberland.gov.uk

Criminal Records Declaration Form

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be “spent” and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

This form should be returned with your application form.

Childcare Disqualification Declaration Form

Schools and Early Years settings which provide care for pupils under the age of 8, are required to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through:-

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

This form should also be returned with your application form.