

Dear Candidate

On behalf of the Governing Body of SELEfirst School, I would like to thank you for your interest in applying for the position of Head Teacher at our school. The post is available due to the retirement of the current Head.

SELEfirst is a vibrant three form entry First School with a 78 place Nursery and a thriving 'out of hours club' run by the school as part of Community Powers. We are also a Teaching School and a National Support School. We benefit from many partnerships with organisations across the region such as NETSP (North East Teaching School Partnership), University of Northumbria and Newcastle University.

SELEfirst is located in the heart of Hexham, a market town in Northumberland, about 20 miles west of Newcastle upon Tyne and 40 miles east of Carlisle. We are neighbours of the historic Hexham Abbey and the beautiful Sele Park. Hadrian's Wall is just down the road. We are an integral part of the local community and have excellent links with local Arts organisations, sports networks, churches and other schools in our region. Our pupils enjoy getting out and about learning more about and contributing to their community.

SELEfirst School aims to offer an exciting, motivating and high quality education for every child through effective organisation, committed and knowledgeable staff, challenging expectations and high standards.

We hope you will find the accompanying pack useful to learn more about our school. Please read the Job Description and the Person Specification carefully. You will also find a huge amount of information on our website www.selefirst.org to help you get better acquainted with us.

Applicants must fill in the application form in full. CVs are not acceptable. A supporting statement is welcomed. This should be attached on separate sheet/s. It should be set on in Arial 12 font and not exceed 1300 words. Please add your full name to the bottom right hand side of any separate sheets.

Applications can be emailed to Karen.hepples@sele.northumberland.sch.uk or posted to school at the address above; applications should be sent **for the attention of Angela Beattie Chair of Governors**.

To ensure equality of opportunity for all applicants, we will not be offering visits to the school during the application period. Applicants who are invited to interview will tour the school on the first day of the interview process on March 30.

Recruitment Schedule

Closing Date for applications is 12noon 13 March

Shortlisting 18 March

Interviews 30 & 31 March

We look forward to receiving your completed application; please tell us as much about you and your style of teaching and leadership as possible. If you have any questions about the recruitment process, please contact Karen Hepples, School Business Manager.

As you are no doubt aware, legislation is in place to ensure the protection of children. SELEfirst takes the issue of safeguarding children very seriously. If you are shortlisted references will be requested and you will be required to complete a Self-Disclosure Declaration. Reference requests will require referees to comment on your suitability to work with young people.

If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis.

Yours sincerely

Angela Beattie
Chair of Governors