Cockton Hill Junior School

McIntyre Terrace

Bishop Auckland

DL14 6HW

01388 602058

c.h.j@durhamlearning.net

Head Teacher: Mrs E Stevens M.A. (Ed) B.Mus

12th March 2021

Dear Applicant

Post of Head Teacher

Thank you for taking the time to consider the next steps in your teaching and leadership career with Cockton Hill Junior School. This role presents a unique opportunity to work in a different context for a period of time to cover the Head Teacher’s maternity leave. In advance of this post commencing you will also be able to work collaboratively with the substantive post holder to support your new role. This post is also open to candidates wanting to take up the position on a secondment basis.

I have pleasure in enclosing a standard application form which I would ask you to complete and return to the Corporate Director, Children and Young People’s Services, Education Durham – Governance Services, County Hall, Durham, DH1 5UJ or email EDGS.Administration@durham.gov.uk by no later than Friday 9th April 2021 12 p.m.

Governors anticipate that a shortlist of candidates will be drawn up on Monday 19th April 2021 in order to enable interviews for the post to take place on 29th April 2021.

It is anticipated that the successful candidate will take up duty on 1st September 2021.

Visits to the school are currently suspended due to COVID however there is an opportunity to meet with the Head Teacher and Chair of Governors virtually on Tuesday 23rd March 2021 at 10:00, 14:00 or 17:00 or Friday 26th March 2021 at 10:00 or 14:00. Please email the school to book a place.

I have also enclosed the following information which I hope you will find helpful:

* Job description
* Person specification and criteria for selection
* Job advert

Further information about the school is available on our website.

I thank you for your interest in the post and wish you well should you decide to proceed with your application.

Yours faithfully

Malcolm Cresswell

Chair of Governors