Guide for Applicants

Headteacher - St Helen Auckland Community Primary School

Thank you for your interest in the position of Headteacher at St Helen Auckland Community Primary School. The Local Governing Body, CEO and Trustees of Eden Learning Trust welcome your interest in this important leadership appointment.

Salary: Leadership Scale L11-L17

St Helen Auckland Primary is located in Bishop Auckland, County Durham. The application pack is intended to help you understand the school, the role and the evidence the appointment panel will consider.

Before you apply

- Read the Headteacher Job Description and Person Specification carefully.
- Review the school's current published information, including safeguarding, curriculum, SEND, performance and Ofsted information.
- Consider how your experience demonstrates the essential criteria and how your leadership values align with the school and Eden Learning Trust.
- Contact the school if you require a reasonable adjustment or an accessible version of any recruitment document.

Completing the application form

All sections of the approved application form must be completed fully and accurately. A CV may be provided only where the Trust expressly requests or permits one and will not be accepted as a substitute for the required application information.

- Provide a complete employment and education history and explain any gaps clearly.
- Give the details of appropriate professional referees, including your current or most recent employer.
- Explain, using specific evidence, how you meet the essential criteria in the Person Specification.
- Do not include information that has not been requested or alter the form in a way that removes required information.

Additional written reflection

Please provide a reflection of no more than 500 words on the following question:

> **How do your leadership values align with St Helen Auckland Community Primary School, and how would those values shape your first priorities as Headteacher?**

This reflection forms part of the selection evidence and will be considered against the published criteria relating to ethical leadership, school culture, strategic leadership and working in partnership. It is not a separate or undisclosed selection criterion.

Shortlisting

Shortlisting will be undertaken by at least two panel members against the published Person Specification. The panel will record its assessment and identify any gaps, discrepancies or candidate-specific points that need to be explored at selection.

Shortlisted candidates will be asked to complete the Trust's safer recruitment self-declaration at the appropriate stage. The Trust may also undertake an online search-engine search as part of due diligence. Only information relevant to suitability, safeguarding or the role will be considered, and candidates will have an opportunity to respond to any material concern.

References

References will normally be requested before interview wherever possible so that any relevant issues or discrepancies can be explored during the selection process. References will be verified and compared with the application information. The Trust will not rely on open references or references supplied only by the candidate without appropriate verification.

Selection process

The final selection programme will be shared with shortlisted candidates. It is expected to use more than one source of evidence and may include a strategic or school-improvement exercise, a safeguarding scenario, engagement with staff and/or pupils, a presentation and a formal panel interview. Any pupil or staff activity will inform the panel but will not replace the formal appointment decision.

The formal interview will include safeguarding and professional-boundary questions as well as questions linked to the Headteachers' Standards, the Person Specification and any candidate-specific matters arising from the application, references or due diligence.

Documents and checks

Shortlisted candidates will be told which original documents to bring to the selection process. These may include evidence of identity, current and former names, qualifications and professional status. The preferred candidate's appointment will remain conditional on completion of all required pre-employment checks.

Reasonable adjustments and accessibility

We want candidates to be able to participate fully in the recruitment process. Please contact the school office on 01388 604168 if you require a reasonable adjustment or an accessible version of the recruitment documentation. Requests will be handled sensitively and will not disadvantage a candidate.

Key dates and submission

Closing date	30th November 12 noon
Shortlisting	1st December 2026
interview	10th December 2026
Application return arrangements	sthelenauckland@durhamlearning.net

Safeguarding

St Helen Auckland Community Primary School and Eden Learning Trust are committed to safeguarding and promoting the welfare of children. The Headteacher post involves regulated activity with children and the successful candidate will be subject to the Trust's full safer recruitment process.