

*Service ,excellence, virtues and aspiration.....*



**Principal - August 2019**  
**Application Pack**



Eden Road  
Coventry  
CV2 2TB  
Tel: 024 7798 7619

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## Welcome letter from the Chair of the Board of Trustees

Dear Applicant

Thank you for enquiring about the position of Principal at SEVA School.

This is an exciting opportunity to join an ambitious school, which has become established and is making rapid progress. This opportunity will be of interest to those with a creative mind and high standards. You will be leading the school through a multimillion pound development of the site and sports facilities, that include a state of the arts sports' hall and green space.

SEVA School, run by The SEVAK Education Trust, is a British Sikh faith school for girls and boys from 4-16 years of age. We strive for Service, Excellence, Virtues and Aspiration for all pupils and these principles are at the heart of all the decisions we make to support the pupils in their learning, outcomes and successes. We are situated on the outskirts of Coventry. By drawing on the teachings of Guru Nanak, the founder of the Sikh faith, our school not only provides excellent academic educational opportunities, it also teaches pupils to live according to the message of equality and respect. We welcome pupils of all faiths and none.

We are a much smaller than average through school. In September 2019 we will have 576 pupils on roll from reception to year 11. We are academically very successful; our Early Years, Key Stage 1 and Key Stage 2 results continue to be excellent, our year 11 pupils will be our first cohort to take their GCSEs in 2020 and we are confident of excellent results.

Our successes and reputation are built on our virtues as well as a highly inclusive approach to education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our pupils. We are committed to ensuring that we provide pupils with the high quality teaching, enriching curriculum opportunities and supportive pastoral care to enable all pupils every opportunity to succeed and reach their full potential. Our future Principal must share our vision and ethos.

If you firmly believe that you share our desire to provide the best life opportunities for our pupils and you have the leadership strength and experience to lead our school forward, then we would very much welcome your application.

If you would like to have an initial discussion regarding this role then please contact Ms Griffiths by email on [Julie.griffiths@seva.coventry.sch.uk](mailto:Julie.griffiths@seva.coventry.sch.uk) or myself Mr Basra [amarjit.basra@googlemail.com](mailto:amarjit.basra@googlemail.com)

Yours faithfully

Mr A Basra – Chair of trustees SEVAK Education Trust



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## Principal

**Range L18 to L31 (£60,755 - £82,701) negotiable dependent on experience**

SEVA School is a Free School based on Sikh ethos and principles – **Service, Excellence, Virtues, Aspiration**. We are an all-through school based in Coventry in the West Midlands. Age range – Reception to Year 11.

We are seeking to appoint a dynamic, committed and innovative individual to join our Trust in the role of Principal.

We have approximately 576 pupils on roll and part of the job of Principal will be to grow the school, with the potential of opening Nursery and Sixth Form provision.

Ofsted has judged Behaviour and Early Years Foundation Stage provision as good in the most recent inspection. Our KS2 results are well above the national average in all subjects; including at greater depth. The next academic year of 2019-2020 will be the first cohort of students who will be taking their GCSEs.

This is an exciting opportunity to join an ambitious school, which has become established and is making rapid progress. This opportunity will be of interest to those with a creative mind and high aspirations.

You will be leading the school through a multimillion pound development of the site and sports facilities, that include a state of the arts sports' hall and green space.

We expect candidates to visit the school and appointments should be made via the school office on 024 7798 9716. Visits to the school to take place week commencing **9th September 2019**.

Application forms can be downloaded from our website and should be returned to Ms Griffiths, **by 12 noon Friday 20th September 2019**. If you would like to have an initial discussion or to submit your application by email please contact Ms Griffiths on [Julie.griffiths@seva.coventry.sch.uk](mailto:Julie.griffiths@seva.coventry.sch.uk).

Interviews will be held on **Thursday 26th and Friday 27th September 2019**

We do hope you decide to apply for this unique opportunity to support our school journey through to outstanding.

We are an equal opportunities employer and welcome applications from all backgrounds.

SEVA School is committed to safeguarding and promoting the welfare of pupils, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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## Current Senior Leadership Team



**Mrs J Griffiths**  
Consultant Leader



**Miss R Saggu**  
Acting Head of School



**Vacancy**

**To be appointed**  
Head of Secondary



**Mrs S Sanghera**  
Head of Primary



**Mr G Singh**  
Head of Faculty  
Primary & Faith



**Mr B Sturme**  
Head of Faculty  
Communications



**Mr M Morrin**  
Head of Faculty  
STEM

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## Proposed Senior Leadership Team

**Vacancy**

**To be appointed  
Principal**

**Vacancy**

**To be appointed  
Head of Secondary**



**Mrs S Sanghera  
Head of Primary**



**Mr G Singh  
Head of Faculty  
Primary & Faith**



**Mr B Sturme  
Head of Faculty  
Communications**



**Mr M Morrin  
Head of Faculty  
STEM**



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We are a very successful non-selective all through free school based on the core values of the Sikh faith for girls and boys from 4-16 years of age. Having undergone significant change in its recent leadership team, we now wish to appoint a Principal to strengthen its immediate leadership capacity.



Without exception, classrooms are characterised by very strong relationships between teachers and pupils. Pupils trust their teachers and value what they do for them. As a result, pupils work very hard. This creates a climate in which pupils can flourish.

Pupils learn about the beliefs and practices of a broad range of different faiths. They are taught from the very youngest age to respect and celebrate difference. They talk confidently about what equality means.

Pupils' behaviour is a credit to them. Their conduct and attitudes to learning make a positive contribution to their increasing academic success.

The school's ethos of care, trust and respect means that pupils' welfare and well-being are important to staff.

The improving picture of pupils' outcomes shows that they are increasingly well prepared for the next stages of their education as they move through the school.

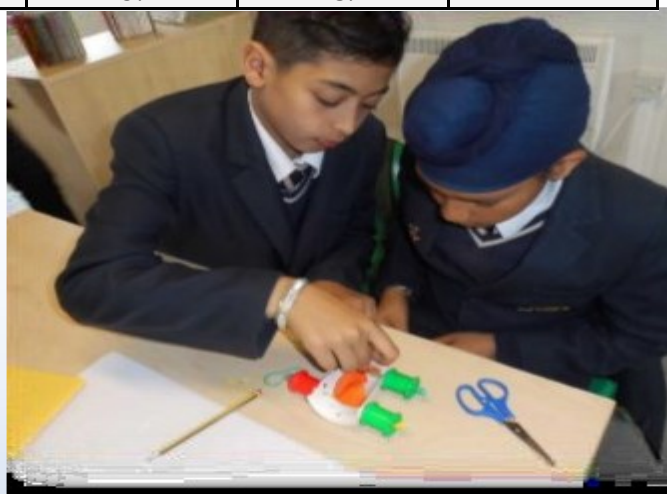
**Ofsted**  
January 2019

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## Key Stage 2 Results 2019

Below are the results for our KS2. We look forward to Academic Year 2019-20 as this will be our first year of GCSE' results.

| KS2 Outcomes               | Reading | Writing | Maths | Spelling<br>Punctuation &<br>Grammar | Combined |
|----------------------------|---------|---------|-------|--------------------------------------|----------|
| Greater Depth              | 35%     | 19%     | 43%   | 52%                                  | 76%      |
| Expected and Greater Depth | 83%     | 80%     | 89%   | 91%                                  |          |
| National                   | 73%     | 78%     | 79%   | 78%                                  | 65%      |





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## Job Description

**Closing date 12 noon Friday 20th September 2019**

### Job Title: Principal

**Salary:** L18 to L31 (negotiable depending on experience)

### SEVA School offers you:

- An inclusive, rapidly improving school
- Friendly, well-motivated and enthusiastic students
- A welcoming, warm and supportive staff team
- A potential 21st Century building with 'state of the art' facilities
- A growing, vibrant, forward-thinking community of learners
- Excellent CPD opportunities at all levels

### General Description

The Principal will provide strategic leadership and hold overall accountability for direction, standards achieved and quality alongside managing the daily operation of the school, the supervision of all pupils and staff, and the school premises. They provide day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability. The Principal will be responsible for growing the school.

### Key Accountabilities

#### Safeguarding

- To embed a culture of safeguarding and promoting the welfare of pupils, and to follow the child protection procedures adopted by the school. Ensure that Keeping Pupils Safe in Education 2019 form the basis of policy and practice and to create a culture of safeguarding.

#### Creating the future SEVA School:

- Promote the vision, values and ethos to pupils, staff, trustees, parents and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals.
- Translate the vision into agreed objectives and operational plans for the Trust.

#### Leading teaching and learning/working through other leaders to:

- Drive a continuous and consistent focus on pupils' achievement, using benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching through the leadership of CPD
- Provide leadership to the curriculum planning process, designed and intended to assure the School's ability to provide a sound, relevant, and innovative educational experience for all pupils.
- Monitor, evaluate and review the school's practice and promote improvement strategies.
- Tackle under-performance at all levels.
- Create a culture and ethos of challenge and support where all pupils can achieve and succeed and are engaged in their own learning.



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## Job Description

### Developing self and working with others

- Ensure the development of, and maintain effective strategies and procedures for staff induction, professional development and performance review in order to secure outstanding practice across the school.
- Promote and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other agencies.
- To support strategic plans for the growth of the school

### Managing the organisation

- Effectively manage the school on a day to day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.
- Recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Create an inspiring professional environment consistent with school's values and aspirations.
- Provide effective organisation and management and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Work within the School's Finance policy to manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Manage the capital building projects.
- Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.
- Develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the school.
- Monitor, support, and guide the activities of parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the School, including approving all fundraising activities.
- Review the impact of policies, priorities and targets of the Trust, and evaluate these with Trustees.
- Implement established school policies and collaboratively review and make recommendations for change to the Trust.
- Ensure evidence-based improvement plans promote continuous school development linked to the school's Self Evaluation.
- Keep the Trust fully informed of any critical need, if it affects the smooth operation of the school and the educational experience of the pupils.

### Securing accountability

- Develop a Partnership ethos which enables everyone to work collaboratively.
- Ensure individual staff accountabilities are clearly defined, understood and communicated
- Ensure compliance at every level with school policies and procedures.
- Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment



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## **Job Description**

- Show involvement in the daily life and activities of pupils by personally recognizing their achievements and sharing in their successes as well as their problems and concerns.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Provide for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

### **Strengthening community**

- Create and promote positive strategies for challenging racial and other prejudices.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure pupil and community needs are met.
- Promote community cohesion and SEVA values
- Create and maintain effective relationships with parents to support and improve pupils' achievements and personal development.
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.
- Build a school culture that takes account of the richness and diversity of the United Kingdom.
- Actively promote the school as centres of excellence for education and families in the local community.

### **Data Protection**

- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.

### **Health and safety**

- To ensure compliance with the Trusts' Health and Safety policies and the Health and Safety at Work Act (2015) in all premises and sites controlled by the school.



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## Person Specification

| Requirements  | Essential/Desirable   | How identified                         |
|---|---|--|
| Teaching experience   | Essential   | Application form/ Reference            |
| Qualified teacher Status  | Essential   | Application form                       |
| NPQH  | Desirable   | Application form                       |
| Ability to form and maintain appropriate relationships and personal boundaries with pupils and young people                                 | Essential   | Interview/References                   |
| Knowledge of recent developments within education   |   |  |
| Motivation to work with pupils and young people   |   |  |
| Effective classroom practitioner  |   |  |
| Able to apply theory to professional practice   |   |  |
| Competent with ICT  |   |  |
| Able to reflect on own practice   |   |  |
| Excellent communication and interpersonal skills  |   |  |
| Good organisational skills and able to meet deadlines   |   |  |
| Very good numeracy/literacy skills  |   |  |
| A knowledge and commitment to safeguarding and promoting the welfare of pupils and young people   | Essential   | Interview/References                   |
| Thorough understanding of the National Curriculum for Early Years, KS1, KS2, KS3 & KS4 in order to support effective teaching and learning. | Essential for at least 2 key stages and desirable for all key stages. | Application Form/Interview/ References |
| Thorough understanding of the exam protocols for each key stage, especially Key Stage 4   | Essential   | Application Form/Interview             |
| Commitment to raising standards   | Essential   |  |
| Understanding and knowledge of developments in learning and teaching  | Essential   |  |



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## Person Specification

| Requirements   | Essential/Desirable | How identified                         |
|--|---------------------|--|
| Ability to work with a range of colleagues   | Essential           | Application Form/Interview             |
| Understanding of the range of needs of pupils & young people   | Essential           | Interview/References                   |
| To have a flexible approach to work  | Essential           |  |
| To be committed to the objective of raising achievement in the school  | Essential           |  |
| To help raising standards of learning for pupils   | Essential           |  |
| Sense of humour and be able to work with staff from all backgrounds  | Essential           |  |
| Ability to work under pressure and meet deadlines  | Essential           |  |
| Energy, ambition and enthusiasm  | Essential           |  |
| Projects a professional image  | Essential           |  |
| Experience of overseeing large capital building projects   | Desirable           |  |
| <b>DISCLOSURE OF CRIMINAL RECORD</b><br>Declaration of full details of everything on candidate's criminal record   | Essential           | Application form (After short listing) |
| The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau Criminal Records Bureau's Disclosure (successful candidate only). | Essential           |  |