



Eden Road  
Coventry  
CV2 2TB  
Tel: 024 7798 7619

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



**Principal  
Seva School  
2022**



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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.

SEVA School, run by The SEVAK Education Trust, is a British Sikh faith school for girls and boys from 4-16 years of age situated on the outskirts of Coventry. We strive for **S**ervice, **E**xcellence, **V**irtues and **A**spiration 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. By drawing on the teachings of Guru Nanak, the founder of the Sikh faith, our school not only provides excellent academic progress, it also teaches pupils to live according to the message of "The Truth is High; Higher Still is Truthful Living." At Seva School we welcome pupils of all faiths and none.

This is an exciting opportunity to join a school and staff who are making strides, both within the local authority and nationally, towards excellence. This opportunity will be of interest to those with innovation, drive and high expectations of themselves and others at the heart of their thinking. You will have the opportunity to lead the school through a multimillion-pound development of the site and sports facilities. You will be instrumental in driving the momentum currently at the school, taking it from strength to strength.

We are a smaller than average through school. In September 2022, we will have approximately 650 pupils on roll. We are academically very successful; our Reception, Key Stage 1 and Key Stage 2 results show a year on year upward trajectory. Our year 11 pupils will be our third cohort to take their GCSEs this academic year and we are confident of excellent results. They will be the first cohort to actually sit the formal examinations.

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. We provide all pupils with every opportunity to succeed and reach their full potential. Our future Principal would relish the opportunity to share in 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 any further information please contact Mrs. J. Kaur (HR) or Mr. A. Basra (Chair of Trustees) by email on [J.kaur@seva.coventry.sch.uk](mailto:J.kaur@seva.coventry.sch.uk) or [amarjit.basra@gmail.com](mailto:amarjit.basra@gmail.com)

Yours faithfully ,

Mr. A. Basra – Chair of trustees SEVAK Education Trust



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## Principal

**Range L21 to L35 (£69,031-£97,273) 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 600 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 academic year of 2019-2020 saw the first cohort of students taking their GCSEs. Results at key Stage 4 have been excellent (notwithstanding COVID).

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

You will be leading the school through a multimillion pound capital development of the site and sports facilities, that include a state of the arts sports' hall and green space. This will be an exceptional opportunity for an ambitious and enterprising Principal.

Application forms can be downloaded from our website and should be returned to Mrs. J. Kaur, by 4pm on Tuesday 3<sup>rd</sup> May 2022. If you would like to have an initial discussion or to submit your application by email please contact Mrs. J. Kaur on [J.Kaur@seva.coventry.sch.uk](mailto:J.Kaur@seva.coventry.sch.uk).

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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## Proposed Senior Leadership Team

**Vacancy**

**Principal**



**Mrs. S Sanghera**  
**Head of Primary**



**Mr. D Cowan**  
**Assistant Head**  
**Teaching and Learning**



**Mr. B Sturme**  
**Assistant Head**  
**DSL and Pastoral**



**Mr. T Singh**  
**Assistant Head**  
**Teaching and Learning**

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We are a very successful non-selective, all-through free school based on the core values of the Sikh faith. We cater for girls and boys, of all abilities and backgrounds, from the ages of 4-16 years We currently have a strong senior leadership team and we now wish to appoint an Principal to further strengthen capacity and bring our plans of expanding our school site to include Eden House. Link House, as photographed below, is our primary site.



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.

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

**Ofsted**  
January 2019

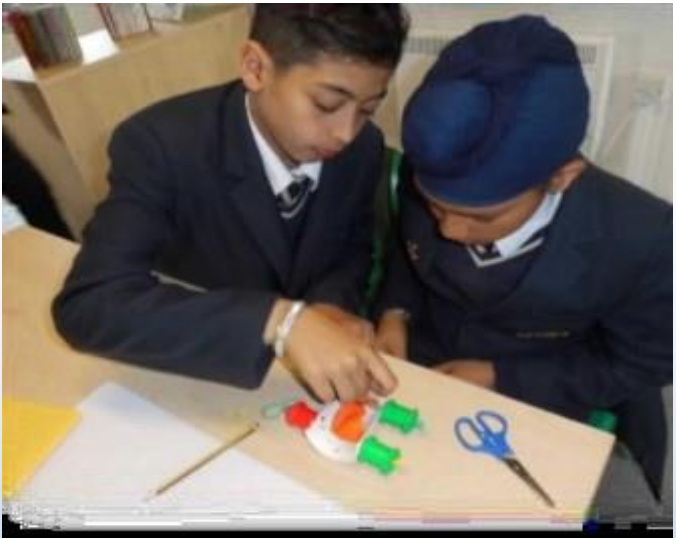
Pupils' behaviour is a credit to them. Their conduct and attitudes to learning make a positive contribution to their increasing academic success.

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.



## Seva School Primary Key Stage 2 Results 2019

KS2 Outcomes	Reading	Writing	Maths	Spelling Punctuation & Grammar	Combined (RWM)
Greater Depth	37%	20%	45%	55%	80%
Expected and Greater Depth	88%	84%	90%	94%	Combined (RWM at GD) 14%
National	73%	78%	79%	78%	65% 11%





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## Job Description

**Closing date: 12pm Tuesday 3<sup>rd</sup> May 2022**

### Job Title: Principal

**Salary:** L21 to L35 (negotiable depending on experience)

### SEVA School offers you:

- An inclusive, rapidly improving school
- Friendly, well-motivated and enthusiastic students
- A welcoming, warm and supportive senior leadership team and staff
- A vibrant new build to extend our current provision and bring in innovative facilities
- A growing, vibrant, forward-thinking community of learners
- Excellent CPD opportunities at all levels
- Excellent links to external partners in Education

### General Description

The Principal will provide a consistent and effective model of integrity, excellence, collaboration and accountability through strategic leadership, financial accountability and ensuring the quality of education and standards is maintained and further developed across the whole school. Alongside this they will oversee the daily operation of the whole school, supervision of all pupils and staff and the school premises. The Principal will work as part of a team to steer the school successfully through its development as a site and in its drive to increase numbers from Reception to Year 11 through deploying effective marketing strategies.

### Key Accountabilities

#### Safeguarding:

- To maintain a culture of safeguarding and vigilance. To promote the welfare of all pupils and staff. To ensure that the child protection procedures adopted by the school are maintained and that the Keeping Pupils Safe in Education document forms the basis of policy and practice as per annual review.

#### Commitment to the future of SEVA School:

- To promote the vision, values and ethos of Seva School to engage, motivate and drive pupils, staff, trustees, parents and members of the wider community to share and celebrate its successes.
- Sustain the current momentum towards good or outstanding by working in collaboration with individuals and teams within and across schools.
- Translate the vision into agreed objectives and operational plans for the Trust.

#### Leading on Quality of Education:

- Drive a continuous and consistent focus on pupils' achievement, closely monitoring benchmarks to secure progress.
- Establish creative, responsive and effective approaches to learning and teaching through the leadership of CPD
- Engage and drive planning for the curriculum to ensure it provides a sound, relevant and innovative educational experience for all pupils in line with the latest local and national initiatives.
- Continuously monitor, evaluate and review the school's policies, practice and promotion of all improvement.

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## Job Description

### Developing self and others:

- Ensure and maintain effective strategies and procedures for staff induction, professional development and performance review in order to secure positive outcomes 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 and well-being seeking advice and support from appropriate sources.
- To support strategic plans for the growth of the school in the near future.

### Managing the organisation:

- Effectively manage the school on a day to day basis including being responsible for events held at the school and on behalf of the school. To manage HR, site and facilities teams.
- Recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community to secure a professional dialogue is maintained.
- Create an inspiring professional environment consistent with Seva 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:

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



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- Show recognition of pupils successes and support them to grow from their areas of development through inspirational assemblies and workshops.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Provide for the spiritual, moral, social, cultural needs of pupils and staff.
- Maintain and promote Modern British values.

### Strengthening community:

- Create and promote positive strategies for challenging stereotypes and prejudices.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure the needs of pupils, parents and the community are met.
- Promote community cohesion through the vehicle of SEVA values and virtues.
- 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 a centre 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 Trust's 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
Able to maintain professional relationships and personal boundaries - pupils and staff.	Essential	Application/Interview/References
Able to deploy strategies to engage parents and raise the profile of the school in the wider community.		
Able to motivate pupils and staff.		
As an effective classroom practitioner has the ability to share and celebrate good practice.		
Competent in continuously updating documentations including the SDP and SEF.		
Competent in IT and knowledgeable about new innovations to enhance communication across a school.		
Able to reflect on own practice.		
Demonstrates excellent interpersonal skills when communicating with governors, staff, parents, pupils and members of the community.		
Good organisational skills.		
Demonstrates high standards of numeracy and literacy.		
Demonstrates a knowledge of and commitment to safeguarding and promoting the welfare of pupils and staff.	Essential	Interview/References
Through understanding of the National Curriculum for Reception, KS1, KS2, KS3 & KS4 can drive an effective curriculum, learning and teaching model.	Essential	Application Form/Interview/ References
Through understanding of the assessment protocols for each key stage and especially Key Stage 4 can oversee that test and exam protocols are strictly adhered to.	Essential	Application Form/Interview
Shows a commitment to raising standards for all groups.	Essential	
Has an up-to-date understanding and knowledge of developments in learning and teaching and would disseminate this to staff in a timely and manageable way.	Essential	

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## Person Specification

Requirements	Essential/Desirable	How identified
Able to consider staff workload.	Essential	Application Form/Interview
Has an understanding of the range of needs of SEND, PP and NTE pupils across a school.	Essential	Application/Interview/References
Able to work efficiently and with due regard for personal well-being as well as the well-being of all staff.	Essential	
Able to review admissions procedures and positively promote the school	Essential	
Able to raise standards for pupils through effective quality assurance of the curriculum and teaching and learning. Able to use this information to inform continuous professional development for staff at all levels.	Essential	
Able to value and respect pupils, parents and staff from all backgrounds.	Essential	
Has reported to governors through presentations and reports that inform and drive whole school development.	Essential	
Shows energy, ambition and enthusiasm.	Essential	
Always projects a professional image.	Essential	
Has overseen a large capital building project.	Desirable	
<b>DISCLOSURE OF CRIMINAL RECORD</b> 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). The successful candidate's appointment will be subject to the school obtaining good references.	Essential	