

10/12/2021

Dear Potential Candidate,

Thank you for your interest in Seva School and our newly advertised post of **Assistant Headteacher Teaching & Learning**.

Seva is a proud Sikh faith school, Coventry's only "all through" school (reception class – year 11) and we are currently seeking a highly committed, passionate, outstanding teacher to join our Senior Leadership Team. To be considered for this role, you will need to:

- Be an outstanding teacher (all subjects considered)
- Have a secure understanding of what outstanding teaching is
- Evidence success as a middle (or senior) leader, moving the teaching of a team from inadequate / RI to outstanding
- Have a strong work ethic
- Be prepared to go "the extra mile" for our students
- Enjoy working with young people
- Be prepared to learn about the Sikh faith and participate in whole school religious events
- Use attainment and progress data to measure impact with ease
- Inspire and motivate staff
- Hold staff to account in a professional manner
- Have excellent communication skills
- Be flexible; a "team player"
- Be organised; a "completer-finisher"
- Confidently lead meetings, staff development, workshops, assemblies
- Show humility, admitting when errors have been made and support is needed

I have been the Principal of this very special school since September 2020 and am extremely proud of the progress that has been made, even in these most difficult of times. We are a newly formed Senior Leadership Team and need additional capacity. Getting the right person for this key role is crucial for our future success; we plan to be judged Ofsted "good" in the very near future and our examination data already places us as a beacon of excellence locally (NB: all data is on our website).

I hope the information in this pack answers all your questions; you are welcome to book a socially distanced visit prior to submitting an application (but in the current climate, it will not go against you if you do not do this).

Good luck and I look forward to potentially meeting you soon!

Warmest regards,



Jo Donnellan  
Principal

## Leadership Structure: from September 2021

<b>Principal (Jo Donnellan)</b>	<b>Head of Primary (Sukhy Sanghera)</b>
Vision SDP / SEF Marketing Capital development Recruitment & Retention Performance Management Oversight HR Oversight finances Curriculum Y7 – Y11 Line manager Head Primary Line manager AHT (T&L secondary) x2 Line manager CFO Line manager Operations Line manager Exams / Timetable admin Reporting to Trustees	Curriculum YR – Y6 Teaching & Learning in YR-Y6 (inc CPD) Assessment and reporting YR – Y6 Line manager AHT Pastoral Line manager Faith Leader Line manager middle leaders (primary) Line manager SENDCo Whole school monitoring
<b>Assistant Headteacher: Teaching &amp; Learning Arts (Tarjinder Singh)</b>	<b>Assistant Headteacher: Teaching &amp; Learning STEM (VACANCY)</b>
Line manager for teachers of: English, RE, geography, history, business studies, art and music.  To include: <ul style="list-style-type: none"> <li>• Moving teaching to outstanding</li> <li>• Leading pupil progress meetings</li> <li>• Quality assurance of teacher assessment</li> <li>• Measuring the impact of interventions</li> <li>• Using tools such as PIXL to full effect</li> <li>• Personalised professional development planning</li> <li>• Improving the quality of formative assessment</li> <li>• Quality assuring written feedback &amp; home learning</li> <li>• Oversight of a stimulating learning environment</li> <li>• Communications on social media / website etc</li> <li>• Contribution to enrichment programme</li> <li>• Monitoring of resources / budget</li> <li>• Creating a positive, “can do” culture</li> </ul> Whole school monitoring / duties.	Line manager for teachers of: maths, science, DT, computer science, MFL and Prince’s Trust.  To include: <ul style="list-style-type: none"> <li>• Moving teaching to outstanding</li> <li>• Leading pupil progress meetings</li> <li>• Quality assurance of teacher assessment</li> <li>• Measuring the impact of interventions</li> <li>• Using tools such as PIXL to full effect</li> <li>• Personalised professional development planning</li> <li>• Improving the quality of formative assessment</li> <li>• Quality assuring written feedback &amp; home learning</li> <li>• Oversight of a stimulating learning environment</li> <li>• Communications on social media / website etc</li> <li>• Contribution to enrichment programme</li> <li>• Monitoring of resources / budget</li> <li>• Creating a positive, “can do” culture</li> </ul> Whole school monitoring / duties.
<b>Assistant Headteacher: Pastoral (Ben Sturmeay)</b>	
Whole school Safeguarding (DSL) Whole school Behaviour Line manager Pastoral Team Line manager PE Whole school monitoring	

## Job description

<b>POST TITLE:</b>	Assistant Headteacher Teaching & Learning STEM
<b>Seva School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>SCALE</b>	L6 – L10
<b>START DATE</b>	Summer Term 2022 (ideally sooner by negotiation)
<b>PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>Line manager for teachers of: maths, science, DT, computer science, MFL and Prince's Trust.</li> <li>Carry out pupil progress meetings with above teachers.</li> <li>Quality assurance T&amp;L / assessment / learning environment of above subjects.</li> <li>Whole school monitoring.</li> </ul>
<b>RESPONSIBLE TO</b>	Principal
<b>EMPLOYMENT DUTIES</b>	
<p><b>Specific Duties</b></p> <p><b>Outcomes and activities</b>  <b>For all subjects in your area of responsibility:</b></p> <ul style="list-style-type: none"> <li>Set highly aspirational end KS3 and KS4 targets for all students using FFT 5.</li> <li>Ensure teaching is of the highest quality in all your subjects of responsibility, eliciting outstanding learning and progress across the secondary school.</li> <li>Jointly lead high calibre, personalised staff professional development with the AHT T&amp;L Arts.</li> <li>Track and analyse pupil attainment and progress data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language.</li> <li>Lead pupil progress meetings with teachers, to plan interventions and support.</li> <li>Quality assure interventions for pupils not making sufficient progress in any given subject(s).</li> <li>Ensure formative assessment in the classroom and written feedback in books is of a high calibre.</li> <li>Ensure home learning builds on classroom learning and extends knowledge and skills.</li> <li>Oversee the quality and rigour of teacher feedback to parents (via parents' evenings and reports).</li> <li>Oversee whole school numeracy.</li> <li>Arrange training for teachers from the relevant examination board.</li> <li>Encourage teachers to train to be exam markers in their subject.</li> <li>Take and act upon student / parent / staff voice.</li> </ul> <p><b>Leadership</b>  To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review.  Facilitate projects, programmes or systems as directed by the Principal.  Help implement systems that work effectively in combination with whole school systems and administration.</p>	

**Seva School, Link House, Eden Road, Walsgrave Triangle, Coventry, CV2 2TB**

**Tel: 024 7798 7619**

Help keep systems organised, up-to-date and user friendly for all school staff.  
Line manage identified staff, including target setting, coaching and monitoring.  
To manage staff and resources, ensuring that policies and procedures are adhered to.

In the absence of the Principal and Head of Primary, to step-up and undertake the professional duties of the Headteacher as reasonably delegated.  
The exact role and specific responsibilities of the Assistant Headteacher will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership in preparation for Headship.

All Assistant Headteachers should be prepared to lead on such areas as ethos, systems and procedures, monitoring, progress and standards, behaviour management, external relations, community links, staff development, training and induction. As a member of the senior leadership team, the Assistant Headteacher will also be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous.

### **School Ethos and Culture**

Support the Principal in fostering a strong sense of community and ethos among both staff and pupils.  
Promote consistent implementation of all teaching, learning and assessment policies.  
Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.  
Act as a positive role model to staff and pupils.

### **Overall responsibility**

Hold positive values and attitudes and adopt high standards of behaviour in their professional role.  
Drive up expectations and promote an aspirational culture.  
To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.  
To take responsibility for safeguarding and promoting the welfare of children.  
To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.  
To undertake training and professional development as appropriate.  
To undertake other duties appropriate to the post that may reasonably be required from time to time.

### **Other**

Undertake, deliver or be part of the appraisal system and relevant training and professional development  
To undertake any other responsibilities as directed by the Principal.

This job description will be reviewed annually and may, after consultation, be changed according to the needs of the school. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

## About Seva School

Seva school has 574 pupils in total (just 300 in the secondary school), with a future PAN of 1020. Essentially, it is akin to a large year group in an established school right now. As such, we do not have heads of department in the secondary school; many of our subjects consist of just one teacher (art, history, geography etc). So, this role is unusual – you will not be line managing subject teams but single teacher departments.

The school will benefit from new builds and refurbishments in the very near future; contractors have been appointed and will soon be on site. First to be built is a 3G sports pitch, in addition to 2 new MUGAs. Secondly, a 3-court Sports Centre will be built and following this, a building which is currently empty will be refurbished, becoming our secondary school. Finally, our current building will be refurbished and become our new primary school.

As the school grows in the next few years, we will start to appoint middle leaders and a Head of Secondary School. Promotion is ripe for the right people. Seva School serves a highly academic and aspirational student body; we have very supportive parents who work in close partnership with us. We are supported by professional and highly engaged trustees. Behaviour issues are rare; this is a school where you can really teach – our students are delightful and they deserve the very best.

## Applying

- Virtual meetings can be arranged, prior to applications being submitted, to ask questions
- Face-to-face tours can be arranged; not arranging one **will not** go against you in the current pandemic
- Complete the Seva School application form – please do not send CVs
- Give 2 references, both of whom should be headteachers you have worked for
- If you are selected for interview, references will be sent for immediately

**Supporting statement – please include a statement of no more than 2 pages typed detailing:**

- 1) How you have improved Teaching & Learning within a team in the last 2 years (please include data to show impact)**
- 2) What each subject area you would line manage would have done after one term and one year of you being in post**

Applications to be submitted to [j.donnellan@seva.coventry.sch.uk](mailto:j.donnellan@seva.coventry.sch.uk) by 9am on 10/01/21

**\*We reserve the right to appoint before the closing date if the right application is received\***

**GOOD LUCK!**

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