



**Improving  
Outcomes  
Transforming Lives  
Enabling Social Mobility**

# Welcome from the CEO

*Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2024 than we were four*



**Simon Garrill**

Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

A handwritten signature in blue ink that reads "S Garrill". The signature is written in a cursive, slightly slanted style.

# Our Four Critical Questions

**Why do  
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we  
behave?**

**What do  
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone, strong culture, academic rigour and smart systems.

**How do we  
succeed?**

## Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

## Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

## Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

## Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

## Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

## CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

## Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

## Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

## Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

## SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

## Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

## Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

# The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

## Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

### Secondary Schools



11 - 18



11 - 16



11 - 18



11 - 18

### Primary Schools



4 - 11



4 - 7



4 - 11



4 - 11

## Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

### Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

### We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

### In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

## Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

### Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- A sense of belonging
- An environment and culture based on our vision, mission and values
- An environment where staff wellbeing is integrated into day-to-day practices
- An environment that recognises skills and encourages personal development
- Encouragement and support for employees to develop and maintain a healthy lifestyle
- Support for people with manageable health problems or disabilities to maintain access to or regain work
- Improved staff satisfaction, recruitment and retention.

### Our Commitment

- Development of the Orion Education wellbeing charter
- Protected time for PPA
- Needs based flexible approach
- Improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- Creating a safe place to work through health and safety strategy and initiatives
- Ensuring that all line managers support staff through regular line management meetings
- Decreasing the interval between treatment and return to work through occupational health referral and advice
- Career development through continual professional development (CPD)
- Personal support through the Employee Assistance Programme counselling service
- Adherence to the rarely cover policy
- Reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

## Why work for us

### Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

### Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

### Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

### Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)



# Welcome from the Executive Principal

*Welcome to Orion Eden Park, a school which combines passion and energy to form the foundation of a great education. We are committed to ensuring our whole school community behaves with Trust, Kindness and Endeavour in everything that*



**James Fisher**  
Executive Principal

A warm welcome to Orion Eden Park and thank you for your interest in our school. We are a large comprehensive school based in a modern and well-resourced building in Beckenham, in London. Transport links to Central London and across the south of the capital are excellent, and continue into Kent, Surrey and Sussex.

We serve a thriving and diverse local community, and our key aim is to drive social mobility and transform lives through delivering a high-quality education focused on outcomes and personal development. A minimum of 20% of students in every year group are from disadvantaged backgrounds; our aim is to provide all students that study at Orion Eden Park with the experiences, life skills and qualifications that open doors for whatever comes next, whether that be further academic study, college, apprenticeship or the workplace.

We want our students to be able to disagree amicably, to persuade with passion, and to recognise that great societies are formed not through identifying differences between constituents but through celebrating the commonalities that form the glue that binds us together.

# About our School

*Orion Eden Park is an eight-form entry comprehensive secondary school based in Beckenham. It is part of the Orion Education suite of schools and its unique local focus on providing high quality education for disadvantaged students sets us apart in a borough dominated by selective schools.*

*We are well resourced, have a committed and enthusiastic staff body; we draw on great local teaching experience as well as the expertise available from working as part of a trust.*

We continue to develop strong systems and a culture and ethos across all aspects of school life based upon the highest of expectations for our students. We recognise that learning is a lifelong process, and focus heavily on the opportunities that a great education can provide for our students.

Our curriculum matches the needs of our students and is thoughtfully delivered by a dynamic staff body. We shine a spotlight on the development of the person as well as the grades that they attain and aim to make our students the most interesting and conversant in any room!

Our modern building allows us to provide a wide variety of spaces in which to learn and develop, and a full extracurricular offer means that all our students have the opportunity and range of spaces in which to learn and develop broader life-skills that will prepare them for life after education.

[Our website](#) will give you a broader picture of our school including key information and a sense of what our community stands for.

## About The Role

### Head of School

Based at Orion Eden Park

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all of our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all of our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative and we seek to create consistency and quality throughout.

Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

#### About the role

The Head of School will oversee the management and day to day operations of Orion Eden Park working with the Executive Principal to share the responsibility for the success of the academy.

They will provide leadership and management which enables the school to give every student high quality education, and which promotes the highest possible standards of achievement and well-being.

The successful candidate will ensure that education and the interests of our students are at the centre of everything that we do here at Orion Eden Park and live the visions and values of the school.





## Job Description

|                      |                              |
|----------------------|------------------------------|
| <b>Job Title</b>     | Head of School               |
| <b>Closing Date</b>  | 20/01/2025                   |
| <b>Salary</b>        | L27 – L31 (98,281 – 107,995) |
| <b>Contract Type</b> | Permanent                    |
| <b>Working Hours</b> | Full Time                    |
| <b>Location</b>      | Orion Eden Park              |
| <b>Reporting To</b>  | Executive Headteacher        |

## Job Purpose

To improve outcomes, transform lives and enable social mobility.

- To live the vision and values
- Management and day-to-day operations of the school
- Working with the Executive Principal, share the responsibility for the success of the Academy
- Provide the leadership and management which enables the school to give every student high quality education, and which promotes the highest possible standards of achievement and well-being
- Communicate the school vision and drive the leadership, empowering all students and staff to excel
- Ensure that the education and interests of our students are at the centre of everything we do at the school
- Provide leadership for establishing and implementing annual goals and objectives
- To ensure that all Academy policies and procedures are implemented and applied consistently by all staff
- To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

## Key Responsibilities

### School Improvement

- With support from the Executive Principal:
- Contribute to creating the strategic vision for the school.
- Establish a culture within the school based on high expectations and achievement in line with the Orion Backbone
- Coach, mentor and lead the SLT within the school to confidently lead and support teaching and learning within the school
- Ensure a continuous and consistent focus on students' achievement, using data and benchmarks to monitor progress and make improvements where necessary.
- Establish creative, responsive and effective approaches to learning and teaching.
- Monitor, evaluate and review school practice and promote improvement strategies.
- Tackle under-performance at all levels.
- Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of the work of teams and individuals.
- Ensure the effective day-to-day organisation of the school.
- Line manage the leadership team, ensuring effective appraisal and professional development.
- Review curriculum development and innovation, within all areas of school life.

### Improving Teaching and Learning

- With support from the Executive Principal:
- Be an outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards
- Secure excellent teaching for all students to enable them to realise their potential
- Successful behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding
- Hold all staff to account for their professional conduct and practice
- Develop the curriculum with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda
- Implement effective assessment procedures and understand assessment for learning needs of all students
- Understand how to exercise strategic, curriculum-led financial planning to meet the best interests of the schools' sustainability

### Strategic Leadership

- With support from the Executive Principal:
- Secure the highest standards of safeguarding in the school.
- Contribute to setting the overall school budget as appropriate.
- Ensure all financial regulations and audit requirements are fully complied with and in line with Trust policies.
- Ensure the ongoing development of an organisational structure which reflects the Trust's values and enables effective and efficient operations.
- Ensure evidence-based improvement plans and policies promote continuous school improvement.
- Recruit, retain and deploy staff efficiently and appropriately.
- Develop a positive ethos which enables everyone to work collaboratively in all areas of

the school.

- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded, tackling under performance in a timely and efficient manner.
- Work within the governance structure to enable it to meet its statutory responsibilities.
- Ensure every individual student has access to high quality learning and teaching.

### **Promotion of the Organisation**

- With support from the Executive Principal:
- Create and promote positive strategies for challenging all forms of prejudice, and ensure equal opportunities exist for all.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure student and community needs are met.
- Use the Trust to promote community cohesion and the Trust framework to promote extended services and work with other partners.

### **Working with Trustees and the Local Advisory Board**

- With support from the Executive Principal:
- Establish and maintain appropriate working relationships with the Trustees and Local Advisory Board
- Ensure appropriate presentation and reporting to the Trustees and Local Advisory Board on the progress of the organisation and on all matters relevant to the discharge of the schools' responsibilities.

### **As part of ORION EDUCATION you are responsible for:**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

## Person Specification

### Skills, Capabilities and Experience

- A proven record of successful, senior education leadership
- Experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school
- Evidence of delivering effective innovations in curriculum and pedagogy
- Experience in leading and managing staff including building a successful team, delegating effectively and implementing and managing change.
- Knowledge and understanding of the wider educational agenda
- Knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures
- An understanding of the school improvement process and the ability to apply it in challenging circumstances
- Knowledge of the assessment and the use of data to monitor and raise standards
- Understanding of the relationship between financial and human resources and educational outcomes
- Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals
- First class ambassadorial skills with an ability to present the school in an authoritative and persuasive manner



**Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.**

## Orion Education

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