



LSA

Orion Spires



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 forward looking group of schools on a mission to improve outcomes and transform lives.



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.

Simon

About our School

Orion Spires offers a distinctive small school environment and is justly proud of its reputation as a place where each individual is well known, listened to and encouraged to be the best they can be.

At **Orion Spires**, we are committed to providing a safe, inclusive and aspirational environment in which every student can thrive academically, socially and personally. We believe deeply in the power of education to transform life chances, nurturing confident young people who go on to make a positive and meaningful contribution to their communities.

We are proud of our inclusive ethos and our belief that learning should be engaging, enjoyable and rooted in high expectations for all. As part of **Orion Education Trust**, we share an unrelenting moral purpose: to enhance the lives of children and young people by equipping them with the knowledge, skills and qualifications to become highly employable citizens and future community leaders.

Orion Spires is at a pivotal point in its journey. With improving outcomes and attendance, the school is well placed to build further momentum and deliver consistently strong outcomes for all students within an engaging, enriching and caring environment.



Job Description

Job Title	Learning Support Assistant
Salary	NJC1 point 3 FTE £25883 p.a.
Contract Type	Permanent, 39 weeks per year 31.25 hours per week pro rata salary £18699.36 per annum
Location	Orion Spires, Sturry, Canterbury, CT2 0HD
Reporting To	Lead Teacher (SEND)

Job Purpose

The purpose of this role is to provide support for those students with Special Educational Needs and help raise their educational achievement. The role will be committed to safeguarding and promoting the welfare of the children and young people.

Key responsibilities

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To work under the direction of the AVP Inclusion (SENCo) to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
- To liaise with teachers regarding planning and differentiation of work for students with SEND.
- To Support the provision plans of students with EHCP's, in particular those students with High Needs Funding.
- To facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
- To promote positive standards of behaviour – e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy.
- Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.
- Under direction, deliver interventions to support student progress e.g. reading, comprehension, spelling, handwriting groups etc.
- To undertake support activities outside of lessons e.g. break/lunch time supervision as required.
- To accompany students on off-site activities and external provisions e.g. school trips, placements.
- To provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.
- Actively promote all aspects of the school's SEND provision in a positive way.
- To carry out other duties reasonably deemed to be within the responsibility as requested by the Principal.

Skills, Capabilities and Experience

Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Relevant Experience	Previous experience of working with young people	Previous experience of supporting those with specific learning difficulties	Application form
Qualifications (Education/Training)	- GCSE Maths and English at grade C/4 - Or equivalent experience	Good standard of education to at least level 3 (A level) standard	Production of the Applicant's certificates Discussion at interview Application form
Job Related Knowledge & Skills	- Ability to prioritise work. - Ability to manage time effectively. - Ability to maintain confidentiality in all school matters. - Ability to inspire and motivate pupils and promote high standards of both work and behaviour. - Ability to establish and maintain positive working relationships with both pupils and staff. - Commitment to the pastoral care of pupils.	- An understanding of the needs of SEND students - Willingness to take personal responsibility for further training and development. - Excellent planning and organisational skills.	Contents of the application form Interview Professional references
Personal Qualities	- Ability to communicate with a wide range of people. - Ability to work effectively supported by a member of the school team and to work as part of a team. - Be flexible to changing demands of the post. - Take pride in a job well done.	Ability to act on own Initiative and to work without supervision.	Contents of the application form Interview Professional references

Equal Opportunities	• An understanding of and commitment to equality of opportunity.			Contents of the application form Interview Professional references
Additional Factors	• Committed to safeguarding and promoting the welfare of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Commitment to equality and diversity • Commitment to health & safety • Commitment to sustaining regular attendance at work.			Contents of the application form Interview Professional references

Our Four Critical Questions

Person Specification

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?

The Orion Backbone

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 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



**Orion
Eden Park**

11 - 18



**Orion
Spires**

11 - 16



**Orion
Coopers**

11 - 18



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

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](#)

How to apply

To find out more about the role and the application process we recommend that in the first instance you contact our recruitment partners Propelo on 01273 222 877, email orionedu@propelo.co.uk or by visiting <https://orionedu.our-careers.co.uk>.

Closing date for applications: Wednesday 13 May, 2026 at 9am

Interviews: Wednesday 20th and Thursday 21st May

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The jobholder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academies will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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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