



Vice Principal

*(Quality of Education - Leading on
Achievement - Curriculum &
Teaching)*



**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 likeminded professionals who have a real passion for their work and share the same values. There are not 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 is an exciting time to join us.

Simon Garrill

Welcome from the Director of Secondary

Welcome to Orion Spires, where we offer a distinctive small school environment with fantastic facilities. We are justly proud of our reputation as a place where each individual is well known, listened to, and encouraged to be the best they can be.



Lisa Peterkin
Director of Secondary

Thank you for your interest in leading Orion Spires. This is an exciting opportunity to join Orion Education at a point of strength, ambition, and momentum.

Orion Education exists to improve outcomes, transform lives and enable social mobility. Our values of trust, kindness and endeavour are not slogans – they shape how we lead, how we work together, and how we serve our communities. We believe deeply in disciplined leadership, strong culture, and academic rigour, underpinned by high-quality coaching and professional development. At Orion, we invest heavily in our leaders. Our nationally recognised instructional coaching and leadership development offer ensures that Principals are supported, challenged, and developed to do their best work. Expectations are high – but so is the support.

Orion Spires is a proud and successful secondary school with an improving reputation. The next Principal will play a pivotal role in building on this success, securing consistently excellent national outcomes, and shaping a culture where staff and pupils thrive. If you are motivated by moral purpose, driven by impact, and ready to lead with clarity and conviction, we would be delighted to hear from you.

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.

As Vice Principal, you will play a central role in shaping the next phase of the school's development. Working closely with the Principal, you will provide dynamic and empowering leadership with a clear focus on securing excellence in the Quality of Education. You will be responsible for driving improvement through the development of a coherent and ambitious curriculum, leading robust assessment and examination systems, and ensuring the effective use of student progress data to raise attainment across the academy.

We are seeking an experienced senior leader with a strong track record in improving academic outcomes through curriculum leadership, assessment and the intelligent use of data. You will take strategic responsibility for the Quality of Education, leading the development of curriculum intent and implementation, overseeing assessment, examinations and progress tracking, and ensuring that systems are consistently applied and evaluated for impact. Working directly with faculty and subject leaders, you will challenge underperformance, embed high expectations and secure sustained improvement through rigorous quality assurance, instructional coaching and targeted professional development. Collaboration with the Trust and other Orion schools will be central to ensuring alignment with Trust strategy and best practice.

In return, **Orion Education Trust** offers exceptional leadership development and genuine opportunities for career progression, both within the school and across the Trust. We have high expectations of behaviour and conduct, ensuring that the school remains calm, orderly and focused on learning. As Vice Principal, you will contribute to maintaining this culture by ensuring that high-quality teaching, effective curriculum design and strong classroom practice support positive behaviour and excellent learning across the school. In January 2023, Ofsted recognised that *"lessons are calm and orderly"*. As the school prepares for inspection under the new framework, we are ambitious for Orion Spires not just to succeed, but to flourish.



Job Description

Job Title	Vice Principal (<i>Quality of Education – Leading on Achievement – Curriculum & Teaching</i>)
Salary	Leadership Scale Ranges L16 - L20 (FTE £75,049 - £82,654 per annum)
Contract Type	Permanent
Location	Orion Spires, Sturry, Canterbury, CT2 0HD
Reporting To	Principal

Job Purpose

Core Purpose of the Vice Principal

To assist the principal in setting a school vision for excellent learning and teaching, establish policies and systems which will support improvements in student academic achievement.

Take the lead on curriculum development and matters relating to staff timetabling, student progress data and the teaching and learning strategy.

The post holder will lead on the academy examination and assessment strategy ensuring robust and efficient systems are in place and adhered to by all staff.

The post holder will be expected to work collaboratively with the Trust central team and other schools within Orion to ensure Trust policies and strategies are implemented successfully at Spires.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement.

Main areas of responsibility Job Purpose

Key Result Areas

Qualities and Knowledge

- To lead and undertake any job at the reasonable request of the Principal.
- To be an active and visible member of the senior leadership team, undertaking daily duties and routines which support the daily operation of the Academy.
- Lead SLT discussions, particularly regarding the quality of education, student progress and curriculum ensuring that resulting actions are implemented and have the required impact.
- To keep abreast of developments in education and with Ofsted – particularly in relation to the Quality of Education to ensure that the school adapts to necessary changes/demands/expectations.
- Contribute to setting a strategic vision for the academy and lead on aspects of the Academy Development Plan as directed by the Principal.
- Challenge any low expectations from staff, students, or parents.
- Act as a role model for others by consistently delivering good and outstanding lessons.
- Remain up to date with national and Trust changes to how student academic progress is evaluated and tracked, learning and teaching is evaluated and that the curriculum reflects best practice and has a positive impact on students learning and outcomes.
- Remain up to date with educational research and pedagogy that has a positive impact on student learning and outcomes.
- Contributes to an academy ethos which reflect the core values of the Trust and enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Hold and articulate a clear vision that all students are entitled to be the best they can be.
- Uphold the Orion pillars of leadership.

Students & Staff

Under the direction of the Principal:

- Lead strategically on and be accountable for the Quality of Education, teaching, curriculum, and achievement delivered within the academy.
- Lead on the assessment teaching and curriculum quality assurance systems and processes in the academy.
- Lead on student progress tracking, interventions, and outcomes within the academy.
- Lead on student examinations with the support of the data manager and senior staff.
- Maintain a visible presence around the academy. Be a role model for staff and students.
- Contribute to the preparation and review of the academy SIP/SEF with specific input on Quality of Education.
- Lead a team of faculty and subject leaders responsible for improving academic outcomes for students across the academy.
- Ensure that all subject staff are challenged to achieve the very best outcomes for Orion Spires students.
- Complete termly and weekly reports that detail the impact of initiatives on student progress and attainment.

- Complete reports and presentations on the Quality of Education for Governors, Trust and Principal when required.
- To ensure the academy curriculum and department schemes of work are fit for purpose and improve academic outcomes for students.
- To collaborate with senior staff and Faculty/subject leads to monitor the curriculum for the Orion Teaching and Learning rubric; holding all teachers to account when standards are not met.
- Act as coach to support leaders in the improvement strategies to improve academic outcomes for students.
- Coordinate support packages for staff and be the central figure for Instructional Coaching.

Systems & Processes

Under the direction of the Principal:

- To effectively use and lead on the Trust data systems in the academy to track all students progress across the academy and devise support/intervention programmes for individual/groups of students where required.
- To monitor the impact of all raising attainment/progress strategies and adapt where necessary.
- To lead on 'Challenge Meetings' with subject leaders which analyse student progress and attainment, developing strategies with leaders to address any underperformance in a timely way.
- To lead on whole academy processes to monitor and improve the Quality of Education i.e. learning walks, work scrutiny, book scrutiny, data drops.
- To ensure the academy performance management process is followed by all staff and that the systems are effective at securing improvement. This includes quality assuring the staff targets each year and supporting leaders in this process.
- Conduct regular student data reviews/data drops and action feedback to address any cause for concerns.
- Set high expectations for student progress and target setting, with regular monitoring at a whole school level.
- Ensure that the curriculum/SOW develops key skills in lessons, including numeracy and literacy.
- Evaluate the impact of all improvement activities on the quality of education.
- Lead on establishing staff expertise to use data to effectively plan for lessons.
- Embed a culture where students are constantly given appropriate challenges and high expectations in all lessons.
- Deliver personally or arrange third party staff INSET on any aspect of quality of education which requires further staff training and development.
- Manage external and internal examinations systems/entries via the data/exam manager to ensure all students are entered for the right courses at the appropriate times.

The Self-Improving School System

- To inspire and influence others - within and beyond Orion Spires, including across Orion where appropriate.
- Develop a teaching community who are confident their delivery will enable students to achieve the highest grades.

- To report to the Local Governing Body in the termly Governors report on Quality of Education.
- To produce reports/presentations on quality of education as, may be required by the Trust or any external body.
- Remain up to date with current educational pedagogy and disseminate to staff where appropriate.
- Undertake INSET as appropriate to enable 'best expert' status in all areas of responsibility.
- Collaborate with other schools and organisations to share expertise and bring positive benefits to Orion Spires.
- Maintain a regular consultation with the Principal and any staff which are accountable to the post holder.
- Identify opportunities to work with outside partners to develop the quality of education at Orion Spires.
- Identify opportunities for moderation, standardisation, training and sharing of best practice across schools within Orion and wider where appropriate.

Line management duties and responsibilities

- Will be line managed by the Principal.
- You will line manage faculty/subject leaders and appropriate senior staff.
- Work with academy leaders to improve academic outcomes for students.

Training

- All training will be given e.g. Trust MIS, performance management, quality assurance, assessment schedule etc.
- Support will be provided by the Principal and Orion
- You may also be required to undertake such other comparable duties as the Principal or Trust requires of you from time to time.

Person Specification

Skills, Capabilities and Experience

Orion Spires 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	<ul style="list-style-type: none"> • Previous experience of middle/senior leadership in a secondary school environment. • Evidence of successfully improving student outcomes as a middle/senior leader. • Evidence of outstanding classroom practice. • Evidence of leading staff teams and achieving successful outcomes. • Evidence of managing whole school initiatives. • Experience of writing, monitoring, and delivering whole school development plans. • Experience of managing significant whole school budgets. • Experience of using student data tracking systems and processes. 	<ul style="list-style-type: none"> • Experience of secondary school timetabling. • Experience of leading elements within recent Ofsted inspections. • Experience of implementing staff performance management systems. • Experience of administering GCSE/BTEC qualifications. 	<ul style="list-style-type: none"> • Application form • Supporting statement
Qualifications (Education/Training)	<ul style="list-style-type: none"> • GCSE Maths and English at Grade C/4 or equivalent. • Qualified Teacher Status (QTS). • Bachelor's degree. 	<ul style="list-style-type: none"> • Upper second- or first-class degree. • Master's degree. • NPQH/NQSL or similar. 	<ul style="list-style-type: none"> • Production of the Applicant's certificate • Discussion at interview • Application form

<p>Job Related Knowledge & Skills</p>	<ul style="list-style-type: none"> • Ability to lead successful teams ensuring positive outcomes for the school and its students. • Excellent interpersonal skills. • Excellent teamwork skills. • Confident presentation skills. • Excellent IT/data base skills. • Excellent student behaviour management skills. • Ability to manage time effectively. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • An understanding of the needs of SEND students. • Knowledge of alternative education providers for secondary age students. • Ability to use academy MIS systems and processes. • ICT skills. • Willingness to take personal responsibility for further training and development 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Demonstrate and model high standards of integrity and honesty at all times. • Demonstrate high expectations for both staff and students at all times. • Embrace the Trust and academy values and vision. • Be reflective about their own practice and show a willingness to embrace change. • Be calm and resilient in the face of challenging circumstances. • Ability to work under pressure and plan, prioritise own workload and that of others. • Show resilience and motivation, remaining positive and focussed on key priorities. • Excellent personal attendance and punctuality. • Time flexibility to ensure tasks are completed and the 	<ul style="list-style-type: none"> • Be available to work beyond the academy day to ensure tasks are completed and the needs of the academy are met. • Endeavour or maintain a healthy work/life balance. • Participate in continual professional development. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

	<p>needs of the academy are met.</p> <ul style="list-style-type: none"> • Ability to communicate with a wide range of people. • Excellent organisational skills. • Ability to work effectively as a member of the academy leadership team. Be flexible to the changing demands of the post. 		
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to equality of opportunity. • Abide by all academy and Trust equal opportunity policies and practice. 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Additional Factors	<ul style="list-style-type: none"> • 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. • Adhere to Orion expectations of personal and professional conduct. 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

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, Southeast 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 have 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 will ensure your information is secure and managed sensitively.
- **Understanding** you will be given everything you need to make informed decisions.
- **Showcasing** talent, we will 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 will 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 will 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 is 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 do not 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: 13 May 2026 9:00 AM

Shortlisting: 15 May 2026

Interviews: 21 May 2026

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 aspects of their work, particularly 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

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enquiries@orionedu.org.uk

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.

