



**Orion
Education**

HR Business Partner



**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 2025 than we were four years ago.



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

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



**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](#)

About The Role

HR Business Partner

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 also be completed. As an employer and provider of education, Orion Education is fully committed to equality and to valuing diversity.

The purpose of the role is to improve outcomes, transform lives and enable social mobility across the Trust. The postholder is expected to embody and actively promote the Trust's vision and values, while supporting the Director of HR in delivering effective HR support and guidance to all academies. As the named HR professional and primary point of contact for Principals, School Leadership Teams (SLTs) and managers, the role provides comprehensive, pragmatic People Management advice to enable the best possible outcomes across Orion Education Academies.

The postholder is responsible for delivering high-quality People Management advice, support and coaching to Principals, SLTs and managers. This includes offering professional skills, expertise and specialist knowledge, ensuring integrity in decision-making, and carrying out operational activity to effectively manage People-related casework.





Job Description

Job Title	HR Business Partner
Closing Date	Friday 3 April 2026, 9:00 AM
Salary	NJC Scale 10 Points 36 - 40 (FTE Salary £50,084.00 – £54,267.00 per annum)
Contract Type	Full Time, Permanent
Working Hours	36 hours per week, 52 weeks per year
Location	Mansion House, Hawkwood Lane, Chislehurst, BR7 5PS (with travel)
Reporting To	Director of HR

Job Purpose

The HR Business Partner plays a key role in improving outcomes, transforming lives and enabling social mobility across Orion Education. The postholder will uphold the Trust's mission and values while supporting the Director of HR to deliver high-quality HR support and guidance to all Academies. They will act as the named HR professional for Principals, School Leadership Teams and managers, providing comprehensive and pragmatic People Management advice to support the best possible outcomes across the Trust. The role requires delivering high-quality HR advice, coaching and specialist expertise in HR casework, ensuring integrity in decision-making, and working collaboratively with the Education Team to ensure that People and Culture are fully embedded within school improvement.

Key Accountabilities

To take accountability for the management of dedicated People casework, ensuring legislation, policy and best practice are followed, and options and risks are clearly explored and analysed.

Key Responsibilities

Main Duties and Responsibilities	Details
	<ul style="list-style-type: none">• Provide solution-focused HR advice on absence, conduct, capability, grievance, organisational change and complex employee relations matters, including offering professional advice at hearings.• Support Academies with planning and managing their local workforce.• Embed Trust policies and procedures and support the creation of HR toolkits, templates and coaching for managers.• Build strong, effective working relationships with Principals and School Leadership Teams.• Identify workforce risks and gaps proactively and implement appropriate interventions.• Design and support succession planning for key roles and critical positions.

- Support organisational change initiatives and ensure all activity complies with legal requirements.
- Establish constructive and positive dialogue with employees and trade union representatives to promote change and a positive working environment.
- Support the TUPE process and academy conversions where required.
- Provide advice on terms and conditions of employment, including leave entitlements, maternity and other policies.
- Assist in the development and maintenance of HR policies and procedures to ensure legal compliance and alignment with Trust values.
- Provide HR input during recruitment and selection processes when required.
- Build effective HR networks within the education sector to support professional development and enhance HR service quality.
- Develop and deliver HR briefings, training and manager development sessions across the Trust.
- Provide mentoring and coaching support to staff and leaders.
- Undertake HR administration, including drafting letters, proofreading documentation and conducting research.
- Maintain accurate and up-to-date records for MIS (Arbor) and HR information systems.
- Engage actively in performance review and continuous professional development.
- Stay up to date with employment legislation and developments within the education sector.
- Promote and uphold safeguarding responsibilities in line with Trust policies and *Keeping Children Safe in Education*.
- Comply with all Trust policies including conduct, health and safety, confidentiality and data protection.
- Adhere to the Trust's Dress Code and undertake risk assessments as required.

As part of ORION EDUCATION, you are responsible for:

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Trust's Safeguarding/Child Protection policies
- To be aware of and comply with all 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
- To adhere to the Trust's Dress Code
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate

Person Specification

Skills, Capabilities and Experience

Area	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Chartered membership of CIPD (MCIPD), working towards, or equivalent experience. Evidence of continuing professional development. Full driving licence 	-	Application Certification
Experience	<ul style="list-style-type: none"> Substantial HR experience in a customer-facing, multi-site environment. Experience managing complex employee relations issues to successful outcomes. Experience supporting organisational change, including restructures and TUPE. Experience contributing to HR strategy delivery and implementing action plans. 	Experience within the education sector, particularly Multi-Academy Trusts.	Application Interview References
Knowledge & Skills	<ul style="list-style-type: none"> Up-to-date knowledge of employment legislation and HR best practice. Knowledge of HR systems and their effective use. Ability to coach, advise and support managers on operational HR matters. Strong workload management, planning and prioritisation skills. Able to make rational, pragmatic and well-informed decisions. Strong ICT skills. 	Understanding of the education sector	Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement. Values-driven and mission-aligned. Humble, kind, motivated and flexible. Excellent interpersonal and negotiation skills; able to build positive working relationships. Good sense of humour. Willingness to learn and develop; able to receive and act on feedback. 	-	Application Interview References

Area	Essential	Desirable	Method of Assessment
	<ul style="list-style-type: none"> • Strong attention to detail; able to work under pressure. • Commitment to safeguarding, equality, diversity and student welfare. • Commitment to the wider life of the academy. 		

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.

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