



**Orion
Education**

Assistant Principal - Inclusion & SENCO



**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 Garrill

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](#)

Welcome from the Principal

Welcome to Orion Coopers, a successful secondary that ensures that all members of our community are focused on creating strong outcomes for our young people.



Ms Maria Papachristodoulou
Interim Principal

At Orion Coopers we place our pupils learning at the heart of everything we do to ensure that we strive to constantly improve and drive progress. The most important lever to improving outcomes, transforming lives and enabling social mobility is our staff body. We are a coaching school and focus on developing the expertise and practice of all teachers and leaders regardless of their starting points.

Our vision is clear: we are a thriving community where pupils achieve strong progress, attend with purpose, and no child is left behind regardless of background or need. Every classroom reflects our high expectations, and our pupils lead with integrity, wearing their uniform with pride and managing their behaviour with maturity.

Our core values – Trust, Kindness, and Endeavour – shape everything we do. Trust builds the strong relationships that underpin our pastoral care and culture. Kindness ensures that every member of our community feels respected and included. Endeavour drives our commitment to hard work, resilience, and personal growth.

We believe in a holistic education where the academic curriculum is supported and enriched through extra-curricular opportunities and experiences. Pupils leave Orion Coopers with the skills, knowledge and experiences necessary to embark on the university or career of their choice. Our staff are fundamental in making this vision into a reality.

About our School

Orion Coopers is a welcoming and thriving secondary school located in Chislehurst. It is part of Orion Multi-Academy Trust. Set in 33 acres of beautiful parkland it offers extensive educational facilities. Orion Coopers is a community that inspires ambition, resilience and success for all.

In Orion Coopers we have high expectations of all members of the community; we push each other to be the best versions of ourselves. This is best demonstrated in our ambitious curriculum for all pupils which matches and exceeds what is expected nationally. We have a strong team of creative and enthusiastic teachers who support and stretch pupils in their learning. We have a shared understanding of what great teaching looks like and support this through bespoke training and coaching. As a teacher at Orion Coopers you will receive exceptional professional development to enable you to develop your skills set and progress. We are committed to developing opportunities for our staff to grow in their roles and into roles within the school and across the Trust

We have clear behavioural expectations that ensures our school is calm and orderly and learning comes first. Clear systems mean that pupils are rewarded and encouraged whilst behaviour that does not meet expectations is consistently challenged. Working alongside our classroom teachers, we have a dedicated pastoral team that support within each year group and across the school. Our recent Ofsted in 2023 commented that "Pupils are safe around the large school site. They know that bullying is not tolerated, and that staff swiftly intervene to resolve any issues. Staff build positive working relationships with pupils and listen to any worries that they may have. Pupils are kind and respectful to others, including to new arrivals to the school. Sixth-form students act as role models for their younger peers."

Our pastoral and associate staff teams are key in delivering our educational goals. As a community we are committed to the professional development of all staff. Therefore, we offer a comprehensive Associate Staff programme of training and development which allows members to enhance their experience and skills through a broad range of opportunities.

Joining Orion Coopers now means that you will be part of our exciting journey on this next stage of our development. We look forward to welcoming you into our community.



Job Description

Job Title	Assistant Principal - Inclusion & SENCO
Salary	Leadership Pay Scale: L12–L15 (£72,009–£77,209 FTE per annum) dependent on experience
Contract Type	Permanent
Working Hours	32.5 Hours a week
Location	Orion Coopers
Reporting To	Vice Principal - Behaviour, Culture and Ethos

Job Purpose

Line lead: All SEND and Inclusion staff (teachers and non-teachers) in the school
Working with Heads of Subjects / Faculty Leaders to improve the quality of Teaching & Learning for SEND students across the school.

To assist the Principal in setting a school vision for excellent practice in Inclusion, SEND and Alternative Education.

Establish policies and systems through which this will be achieved, lead and manage staff and resources to that end, and monitoring progress towards their achievement.

This post would form part of the Senior Leadership Team of the school.

The Assistant Principal for Inclusion and SEND will work closely with the Vice Principal - Behaviour, Culture and Ethos to ensure rapid school improvement and that outstanding teaching and learning is understood and delivered by all.

The Assistant Principal will lead strategically on a key area of School improvement – Inclusion and SEND.

This is an opportunity to work strategically and operationally across the academy and with other senior leaders across the Trust.

Main duties and responsibilities

Qualities and Knowledge

- To be the school's SENDCo, willingness to train to be SENDCO or Line Manager SENDCO.
- To lead and undertake any job at the reasonable request of the Principal.
- Contribute to SLT discussions, including those that go beyond the immediate concerns of the school.

- To keep abreast of developments in education – in particular, in relation to Teaching and Learning to ensure that the school adapts to necessary changes.
- Contribute to setting a strategic vision for the school and lead others in its implementation.
- Challenge any low expectations from staff, pupils or parents.
- Act as a role model for others by consistently delivering good and outstanding lessons.
- Remain up to date with national changes to how learning and teaching is evaluated in schools and ensure that Orion Coopers works within recognised frameworks and criteria.
- Remain up to date with educational research and pedagogy that has a positive impact on student learning.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Hold and articulate a clear vision that all pupils are entitled to be the best they can be.
- Uphold the Orion Education pillars of leadership.

Pupils & Staff

Under the direction of the Principal and Vice Principal:

- Lead strategically on and be accountable for a key area of School improvement – Inclusion/Alternative Education and SEND.
- Write strategic and operational plans as required by the role and as directed by the Principal/Vice Principal.
- To liaise with any outside agencies as required by the role and as directed by the Principal/Vice Principal.
- To lead on Looked After Children and SEND admissions and assessments.
- To lead on professional development of school staff with regard to Inclusion, SEND and Alternative Education.
- To develop and maintain an up-to-date provision map for SEND and Alternative Education pupils.

- To secure appropriate funding to support SEND and Alternative Education pupils.
- To manage the day-to-day deployment of staff and resources to meet the needs of SEND and Inclusion pupils.
- To ensure EHCP's are written and in place for those pupils who require them.
- To undertake performance management/appraisal for all staff within the Inclusion and SEND departments.
- To liaise with the exams officer and Vice Principal to ensure appropriate arrangements are in place for any students who require additional support in internal and external examinations.
- Raise awareness and understanding of SEND strategies across the school.
- Maintain a visible presence around the school through break/lunch duties, learning walks.
- Contribute to the preparation and review of the whole school SIP/SEF with specific input on Inclusion and SEND.
- Lead a team of SEND and Inclusion staff responsible for SEND and Inclusion at Orion Coopers.
- Complete reports that detail the impact of initiatives on learning, teaching and demonstrate positive impact upon attainment.
- Be responsible to the Vice Principal for reporting on the quality of Inclusion & SEND strategies, operation and outcomes.
- Improve the school's P8 through the delivery of quality first teaching.
- To ensure the whole school framework for SEND improves outcomes for SEND pupils and those in any Inclusion or Alternative Education off site/on site.
- To work with the other members of SLT to monitor the curriculum for the E21C Teaching and Learning rubric; holding all teachers to account when standards are not met.
- Act as coach to support teachers and non-teaching staff to improve specific elements of their practice.
- Coordinate support packages for staff and be the central figure for Instructional coaching in Inclusion and SEND.

Systems & Processes

Under the direction of the Principal and Vice Principal:

- To effectively monitor SEND, Inclusion and Alternative Education programmes, delivery and outcomes for pupils and lead intervention where required.
- To lead on whole school processes to monitor and improve SEND, Inclusion and Alternative Education provision within the school.
- Conduct regular learning walks and action feedback to address any cause for concerns.
- Set high expectations for learning and teaching with regular monitoring at a whole school level.
- Ensure that SEND and Inclusion pupils develop key skills in lessons, including numeracy and literacy.
- Evaluate the impact of all improvement activities on the quality of SEND, Inclusion and Alternative Education.
- Lead on establishing staff expertise to use data to effectively plan for lessons where SEND pupils are present.
- Embed a culture where SEND and Inclusion pupils are constantly given appropriate challenge and high expectations are observed in all lessons.
- Review and lead on the written feedback policy, ensuring that SEND and Inclusion pupils receive feedback regularly and that learning improves because of teachers' marking.
- Lead a staff Teaching and Learning INSET programme centred around SEND and Inclusion.
- Create a culture where teachers become best experts in SEND teaching.
- Manage the finances, stock and resources delegated to the role and justify expenditure of the budget as required.

The Self-Improving School System

- To inspire and influence others – within and beyond Orion Coopers, including across Orion Education where appropriate.
- Lead on Performance Management for SEND and Inclusion.

- Develop a teaching community who are confident in their delivery of SEND and Inclusion strategies which will enable SEND pupils to achieve the highest grades at KS3 and KS4.
- To report to the Local Advisory Board as directed by the Principal/Vice Principal.
- Remain up to date with current educational pedagogy, particularly regarding SEND and Inclusion 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 Coopers.
- Maintain a regular consultation with your line manager.
- Identify opportunities to work with outside partners to advise on our evaluation of learning and teaching at Orion Coopers.
- Identify opportunities for moderation, standardisation, training and sharing of best practice across schools within Orion Education and wider where appropriate.
- Seek both internal and external opportunities to increase both capacity and growth.

Person Specification

Skills, Capabilities and Experience

Qualifications

- Qualified Teacher Status.
- Holder of the National SENDCO Accreditation.

Skills, Capabilities and Experience

A record of successful teaching at KS3 and/or KS4.

- Excellent knowledge of SEND, safeguarding and Child Protection Issues.
- Excellent knowledge of Inclusion and Alternative Education issues.
- Minimum of 3 years teaching experience in a UK secondary school/academy.
- Experience at leadership level in support of pupil with additional needs/Inclusion/Pastoral.
- Staff management experience.
- Good understanding of whole school issues.
- Evidence of using data analysis to make improvements for staff and pupils.
- Excellent ICT skills e.g. data bases, Microsoft office suite/Arbor.
- Excellent communication skills (written & verbal).
- Excellent planning, prioritising and management of personal workload and those of others in an environment of conflicting demands.

Desirable:

- Evidence of managing difficult conversations with staff and pupils.
- Evidence of challenging poor staff performance and writing staff support plans.

Behaviours

- Genuine passion for and belief in the potential of every pupil.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Deep commitment to the school's mission of providing an excellent education to every student, regardless of background.
- Excellent interpersonal skills.
- Resilient, motivated and committed to achieving excellence.
- Reflective and proactive in seeking feedback to constantly improve practice.
- Commitment to regular and ongoing professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with National Teaching Standards.

Others

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

Personal competencies and qualities

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Positive attitude to use of authority and maintaining discipline.

*We reserve the right to close this vacancy early should we receive an overwhelming response. In addition, we reserve the right to interview exceptional candidates before the closing date. All

candidates are advised to refer to the job description and person specification before making an application.

We look forward to hearing from you.

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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