



**Orion
Education**

Inclusion and Learning Mentor



Improving Outcomes Transforming Lives Enabling Social Mobility



The
Ravensbourne
School

Welcome from the CEO

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

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**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



11 - 18



11 - 16



11 - 18



11 - 18

Primary Schools



4 - 11



4 - 7



4 - 11



4 - 11



Candidate Charter

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

Our Commitment to You

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

We Will

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

In Return We Ask that You

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



Your Wellbeing at Orion Education

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

Wellbeing Strategy

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

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

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

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

Pension Scheme

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

Professional Development

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

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

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

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

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

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

Benefits

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

Welcome from the Principal

Thank you for your interest in joining The Ravensbourne School. We are delighted that you are considering becoming part of our exceptional community of educators and support staff.



Mark Ridley
Principal

At The Ravensbourne School, we are proud to be part of the Orion Education Trust, a family of eight schools united by a shared commitment to excellence in education. Our recent Ofsted inspection confirmed the strength of our school, recognising the outstanding work of our staff and the positive, aspirational culture we foster.

Our school is driven by the core values of Excellence, Integrity, and Ambition. These values are not just words on a page – they shape our everyday actions, our decision-making, and our relationships. We hold high expectations for both our students and ourselves. Our ambition extends to everyone in our community – we are driven to achieve the highest standards and the best possible outcomes for both our pupils and our staff.

What truly sets The Ravensbourne School apart is our people. We put our staff first, recognising that the wellbeing, development, and motivation of our team are central to the success of our students. We are a hard-working, supportive team, where colleagues go the extra mile for one another, sharing knowledge, encouragement and ideas. It's a place where your efforts are noticed, valued, and celebrated.

We offer first-class professional development and leadership opportunities at every stage of your career. Whether you're newly qualified or highly experienced, you'll find a culture here that nurtures growth and rewards initiative. We are committed to helping every member of staff fulfil their potential and make a real impact.

We hope you find everything you need in this pack to help you decide if this could be the right next step for you. If our values resonate with you, and you want to be part of a thriving school that puts staff and students at the heart of all it does, then we would love to hear from you.

About our School

At The Ravensbourne School, our focus is on the whole child ensuring that students are committed, engaged and confident, prepared to think both critically and creatively.

Through unique educational and enrichment pathways, we develop our students' knowledge, ignite a love of learning, broaden their horizons, and expand their skills and character. We provide a vast and rich programme of experiences and opportunities, designed to explore and develop their talents, potential and leadership skills. Every aspect of our student experience aims to deliver the key ingredients for academic excellence and personal development.

Our teachers are highly qualified, skilful, and enthusiastic professionals who are ambitious and aspirational for our students. Our dedicated team will enable every young person to flourish, nurturing ambition, integrity and excellence in all that they achieve, with student wellbeing at the heart of everything we do.

Our historic, extensive, and contemporary campus stimulates innovative teaching and the highest quality learning. We are in the heart of Bromley within extensive 22-acre grounds. Our buildings are historical, some Grade II listed dating back to 1911, with modern and contemporary additions including a dedicated Sixth Form block, sports facilities and fitness suite, two libraries and a TV studio.

Our popular Sixth Form offers an incredible choice and multitude of courses, alongside an abundance of curriculum enrichment opportunities. We are truly opening doors to success and always look forward to our former students returning to visit us. Our worldwide alumni are impressive from inventors, diplomats and actors to scientists, doctors and teachers.

Working together with parents and carers we will develop our students' learning power, capitalising on our partnerships with the local community and wider world to enrich our offer to provide unique and far-reaching opportunities for our young people.

As we create an environment where everything is possible, it is important that we believe and deliver on our vision of unlocking the potential in every young person and inspire successful futures.

Find out more about The Ravensbourne School by exploring our website [The Ravensbourne School - Home](#)

About The Role

Inclusion and Learning Mentor

Based at The Ravensbourne

At The Ravensbourne School, we are proud to be a forward-thinking and thriving community where learning, inclusion, and innovation sit at the heart of everything we do.

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education.

We value the difference in all our schools while bringing them together around a shared framework that delivers an enriching experience and a high-quality education for all our young people. Our work is underpinned by our core values of trust, kindness, and endeavour, alongside a commitment to collaboration, consistency, and excellence across our schools.

This is an exciting opportunity to join a highly ambitious school and make a real difference to the lives of young people. As an **Inclusion and Learning Mentor**, you will play a key role in supporting students to successfully engage with learning and meet the school's expectations for behaviour, attendance and conduct.

Working particularly closely with students who experience barriers to learning, including those demonstrating challenging or persistent behaviours, you will provide mentoring, targeted intervention and effective relationship-building to help students make positive choices, develop strategies to regulate their behaviour and successfully engage with mainstream education.

As part of the role, you will also supervise the school's **Removal Room provision**, ensuring that students removed from lessons complete meaningful academic work within a calm, purposeful and highly structured environment. Working closely with pastoral leaders, teaching staff, SEND colleagues and senior leaders, you will contribute to maintaining high expectations, promoting positive behaviour and supporting a culture where every student can thrive.

This is a rewarding opportunity for someone who is passionate about inclusion, committed to removing barriers to learning and dedicated to helping young people achieve success both inside and outside the classroom





Job Description

JOB TITLE:	Inclusion and Learning Mentor
SALARY:	NJC Scale 3, Points 5-7 (FTE £30,405 - £31,284 per annum) (Actual pro rata salary £26,007 - £26,759 per annum). The successful candidate will start at Point 5.
CONTRACT:	Permanent, 36 hours per week, 39 weeks per year (term time only)
LOCATION:	The Ravensbourne School, Hayes Lane, Bromley BR2 9EH
REPORTING TO:	Assistant Headteacher – Behaviour & Culture

Job Purpose

At Orion Education, we are driven by a simple belief: every child deserves an exceptional education and the opportunity to thrive.

Our schools are united by our shared values of **Trust, Kindness and Endeavour**. We are ambitious for our students and staff, creating environments where high expectations, strong relationships and a relentless focus on improvement enable everyone to succeed.

At The Ravensbourne School, we are on an exciting journey of excellence. We are committed to providing a safe, inclusive and aspirational environment where every student is known, valued and supported to achieve their full potential.

We are equally committed to developing our staff. Through high-quality professional development, leadership opportunities and collaboration across Orion Education, we invest in our people and support them to grow their careers.

Main duties and responsibilities

Student Mentoring and Intervention

- Act as a mentor and key adult for identified students requiring additional behavioural, pastoral or academic support.
- Develop positive and professional relationships with students, establishing clear boundaries while providing appropriate challenge and support.
- Deliver structured one-to-one and small-group mentoring and behaviour interventions.
- Support students to identify barriers to their learning and develop strategies to improve behaviour, engagement, attendance and attitudes to school.
- Work proactively with students displaying persistent or challenging behaviours to reduce repeated incidents and improve successful participation in lessons.
- Support students following suspensions, internal sanctions or periods within the Removal Room to successfully reintegrate into mainstream lessons.
- Contribute to individual behaviour plans, pastoral support plans and other targeted interventions where appropriate.
- Promote resilience, self-regulation, independence and positive decision-making.

- Provide appropriate support for vulnerable students and those at risk of suspension or exclusion.

Removal Room Provision

- Be timetabled to supervise and manage the school's Removal Room provision.
- Maintain a calm, purposeful and highly structured environment with consistently high expectations.
- Ensure students complete appropriate curriculum work throughout their time in the provision.
- Ensure expectations, routines and sanctions within the Removal Room are applied consistently and in accordance with the school's Behaviour Policy.
- Challenge inappropriate behaviour and reinforce the standards expected across the school.
- Maintain accurate records of attendance, behaviour, work completion and incidents within the provision.
- Liaise with teaching staff to ensure appropriate work is available for students.
- Support restorative and reintegration work to help students successfully return to mainstream lessons.
- Identify students demonstrating repeated patterns of removal and raise concerns with relevant pastoral and senior leaders.
- Ensure time spent within the Removal Room contributes to improved behaviour rather than operating solely as a sanction.

Behaviour and Culture

- Support the Assistant Headteacher – Behaviour & Culture and wider pastoral team in implementing the school's Behaviour Policy and graduated approach to behaviour.
- Promote consistently high expectations for behaviour, conduct, uniform, punctuality and attitudes to learning.
- Respond to behaviour incidents and provide support to staff and students where directed.
- Support the school's on-call and behaviour response systems as required.
- Assist with student investigations, restorative conversations and reintegration meetings where appropriate.
- Support targeted behaviour interventions for individuals and groups of students.
- Monitor identified students and provide regular feedback on progress to relevant staff.
- Contribute to strategies aimed at reducing removals, suspensions and persistent poor behaviour.
- Be highly visible around the school and actively contribute to maintaining a positive school culture.

Tracking, Monitoring and Impact

- Maintain accurate records of mentoring and intervention work.
- Monitor agreed indicators such as behaviour points, removals, suspensions, attendance and engagement for students receiving support.
- Identify patterns and trends and share relevant information with pastoral and senior leaders.
- Regularly evaluate the impact of interventions and adapt support where sufficient improvement is not being secured.

- Contribute to reviews of students receiving targeted behaviour or inclusion support.
- Provide information and evidence to support the evaluation of the school's behaviour and inclusion provision.

Learning and Curriculum Support

- Support students to remain engaged with their academic learning while accessing inclusion provision.
- Liaise with teachers and curriculum leaders regarding the learning needs of identified students.
- Support students with organisation, routines, independent learning and completion of work.
- Where required, provide classroom support or targeted academic intervention.
- Provide lesson cover and supervise classes where required, in accordance with the needs of the school and under the direction of senior leaders.
- Support other appropriate learning or inclusion provision where required.

Working with Families and Other Professionals

- Develop constructive relationships with parents and carers of identified students.
- Communicate with families regarding behaviour, progress and agreed interventions where appropriate.
- Work collaboratively with Heads of Year, pastoral staff, the SENCO, teaching staff and other professionals.
- Contribute to meetings relating to individual students where required.
- Liaise with external agencies and professionals under the direction of relevant school leaders.

Safeguarding

- Promote and safeguard the welfare of children and young people at all times.
- Maintain appropriate professional boundaries with students.
- Recognise potential safeguarding concerns and report them immediately in accordance with the school's safeguarding procedures.
- Maintain appropriate confidentiality while understanding that safeguarding information must be shared with the appropriate members of staff.
- Complete all required safeguarding training and remain up to date with school policies and statutory guidance.

Wider Responsibilities

- Participate in relevant meetings, briefings, training and professional development.
- Support duties, transitions and other key points during the school day as required.
- Model the school's values and expectations in all interactions with students, staff and families.
- Contribute positively to the wider work of the Behaviour, Culture and Inclusion teams.
- Undertake other duties of a similar level and responsibility that may reasonably be required by the Headteacher or other senior leaders.
- The specific responsibilities attached to this role may be reviewed or amended in response to the changing needs and priorities of the school.

Person Specification

Essential

The successful candidate will:

- Have experience of working effectively with secondary-aged young people.
- Demonstrate the ability to build strong relationships with students while maintaining clear professional boundaries.
- Have experience of supporting students with challenging behaviour and/or additional barriers to learning.
- Demonstrate strong behaviour management skills and the confidence to manage challenging situations calmly.
- Have high expectations of student behaviour, conduct and achievement.
- Be able to communicate effectively with students, staff, parents and other professionals.
- Be resilient, patient and solution focused.
- Be highly organised and able to maintain accurate records.
- Be able to work independently while contributing effectively to a wider team.
- Demonstrate sound judgement and the ability to remain calm under pressure.
- Understand the importance of inclusion and removing barriers to learning.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Demonstrate flexibility and willingness to respond to the changing operational needs of a secondary school.

Desirable

- Previous experience in a pastoral, inclusion, behaviour or mentoring role within a secondary school.
- Experience of managing or supporting an internal inclusion, reflection or removal provision.
- Experience of delivering behaviour or pastoral interventions.
- Experience of supporting students at risk of suspension or exclusion.
- Knowledge of SEND and the ways additional needs can present through behaviour.
- Experience of working with parents/carers and external agencies.
- Experience of supervising classes or providing lesson cover.
- Relevant qualifications in education, youth work, mentoring, behaviour support or a related field.

Notes

This job description is not intended to be a comprehensive definition of the post. Duties and responsibilities may be reviewed and amended to reflect the changing needs of the school, following appropriate consultation with the postholder. The postholder will be expected to comply with any reasonable request from the Headteacher or senior leaders to undertake duties commensurate with the level and nature of the role.

Orion Education

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Orion Education is committed to safeguarding and 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.

