



**Orion  
Education**

Teaching Assistant



**Improving  
Outcomes  
Transforming Lives  
Enabling Social Mobility**

Recruitment Pack

# 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.

*Shawn*

# Our Four Critical Questions

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## Why do we exist?

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

## 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	Curriculum	Assessment & Feedback	Safeguarding & Attendance
All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.	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.	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 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.
<b>Quality Assurance</b>	<b>CPD</b>	<b>Workload</b>	<b>Teaching</b>
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.	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.	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 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.
<b>Behaviour &amp; Routines</b>	<b>SEND</b>	<b>Performance &amp; Appraisal</b>	<b>Operations</b>
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.	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.	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.	We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

## Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

### Secondary Schools



**Orion  
Eden Park**

11 - 18



**Orion  
Coopers**

11 - 18



**Orion  
Spires**

11 - 16



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



**Orion  
Education**

## 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

*We take great pride in our school and wholeheartedly believe in our ethos of 'educating the whole child.' When you enter our school, you will sense the vibrant energy and genuine enthusiasm for learning that inspires both students and staff.*



**Mr Andrew Bocchi**  
**Executive Principal**

Welcome to Orion Ravensworth! When you visit our school, you will feel the excitement and energy from both our students and staff, all of whom love to learn and grow together.

Located in heart of the Mottingham community, we believe in the importance of working closely with our children and their families. Our goal is to help every child become confident, kind and ready to face the future. We support each child's growth not just in school subjects, but in all areas of life, encouraging them to be proud of their achievements and always believe in themselves.

As a values-driven Trust our core principals of Trust, Kindness and Endeavour serve as the golden thread running through our ethos and everything we do at Orion Ravensworth. These values shape every part of school life and help guide our students on their journey to becoming well-rounded individuals.

At Ravensworth, we teach our children to be kind, resilient and accepting of others. We also inspire them to dream big and work hard to reach their goals. We embrace British values and celebrate diversity, helping our students develop the skills and understanding they need to live happy, safe, and healthy lives and preparing them with the skills they need to be successful life-long learners in modern day Britain.

We believe that the primary years are an important time to shape a child's confidence, character, and future ambitions. That's why we offer lots of opportunities for children to take on leadership roles and make a positive impact in or school community.

Our amazing staff are caring, hardworking and committed to giving every child the best learning experience possible. We have worked hard to create a caring and loving environment where children feel safe and supported. We also make sure our teachers get the professional training they need to continue growing and improving.

I'm excited to welcome you to Orion Ravensworth and show you around our wonderful school. We hope you'll see just how special our school is with a warm, family-like atmosphere where everyone feels valued.

# About our School

*Orion Ravensworth is a welcoming and nurturing school, committed to 'educating the whole child.' Our values of Trust, Kindness, and Endeavour are at the heart of everything we do, guiding our ethos and shaping school life. We believe in the potential of every child, offering both challenge and support to help them grow academically, socially, and personally. By inspiring and motivating our pupils, we enable them to achieve ambitious goals while developing a lifelong love of learning. We are proud of our school, our community, and the collaborative spirit that makes Orion Ravensworth such a special place to learn.*

At Orion Ravensworth, we believe learning goes beyond the classroom. London itself becomes an extension of our school, offering exciting opportunities for children to explore, discover, and learn in one of the world's most vibrant cities. Our commitment to outdoor learning is at the heart of our school. From Forest School sessions to our school allotment and outdoor classroom, children enjoy hands-on experiences that help them understand the natural world.

We offer a wide range of educational visits, after-school clubs, and enrichment activities that allow children to explore their passions, develop teamwork, and grow creatively. These experiences help us nurture well-rounded individuals, equipping them not just with academic knowledge, but also with the skills and confidence they need to thrive in life.

Our school has a proud history of over 80 years. Originally known as Mottingham Primary School, before returning to our original name, Ravensworth Primary School, to celebrate our 80th anniversary. Today, the school is known as Orion Ravensworth and is part of the Orion Education Trust family of schools benefiting from being part of a wider community of schools with shared values and support.

At Orion Ravensworth, we are dedicated to creating a welcoming, supportive environment where every child can thrive, make excellent progress, and succeed.



## About the Role

### Teaching Assistant

We are seeking to appoint a hardworking, dedicated and enthusiastic Teaching Assistant, which may involve working with SEND pupils as well as support across the year group.

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 of our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all of our young people. Our plan to ensure we deliver great schools is underpinned by our shared values of trust, kindness and endeavour. Our schools and our staff are collaborative, and we see to create consistency and quality throughout.

Our leaders create improvement in schools that is Robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigour while creating a depth of experience and learning for our staff.





## Job Description

<b>Job Title</b>	Teaching Assistant
<b>Closing Date</b>	9 <sup>th</sup> January 2026 at midday. Interviews to be held w/c 12 <sup>th</sup> January 2026
<b>Salary</b>	NJC Scale 1, Pts 2-3 28,220-28,616 (FTE) £23,468-£23,797 (actual)
<b>Contract Type</b>	Permanent
<b>Working Hours</b>	35 hours per week, 39 weeks per year (8.00am-3.30pm)
<b>Location</b>	Orion Ravensworth
<b>Reporting To</b>	Executive Principal

## Summary of the role

### Job Purpose

Supervision and learning support for pupils on both a one to one as well as small groups basis. Provide general support to our teaching staff by assisting with classroom organisation, practical preparation for lessons or assessments as directed by the class teacher.

### Key Accountabilities/Responsibilities

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Using specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Supervise pupils, including those with additional needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting work/plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- Support the use of IT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Work within predetermined guidance, policies, procedures, and teachers' guidance.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person, as agreed.
- Be aware of, and support, diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities and performance development, as required.
- Undertake break duties and daily lunch time duties.

This job description is not necessarily a comprehensive definition of the post. You may also be required to undertake such other comparable duties as the headteacher requires from time to time.

## Person Specification

Category	Essential	Desirable
<b>Qualifications/Training</b>		
Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualifications.	•	
GCSE at Grades A-C (or equivalent) including English and Maths	•	
Experience of working with Primary age children	•	
First Aid Qualification		•
Experience of working as part of team providing high quality childcare services	•	
Able to establish good professional relationships with others	•	
Able to maintain personal and professional confidentiality	•	
Able to work closely with members of staff, planning for and feeding back on progress	•	
To be able to contribute to team working in a supportive and professional way	•	
<b>Qualities &amp; Attitudes</b>		
Committed to continuing professional development	•	
Sensitivity and understanding to help build good relationships with pupils	•	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schools	•	
Commitment to maintaining confidentiality at all times	•	
Commitment to safeguarding pupil's wellbeing and equality	•	

\*We reserve the right to end this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application\*

**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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