



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 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.

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?**

The Orion Backbone

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

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.

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 Executive Principal

Thank you for your interest in joining Orion Eden Park. We are delighted that you are considering becoming part of our exceptional community of educators and support staff.



Mark Ridley
Executive Principal

At Orion Eden Park, 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 Trust, Kindness and Endeavour. 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 Orion Eden Park 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

Orion Eden Park is an eight-form entry comprehensive secondary school based in Beckenham. It is part of the Orion Education suite of schools and its unique local focus on providing high quality education for disadvantaged students sets us apart in a borough dominated by selective schools.

We are well resourced, have a committed and enthusiastic staff body; we draw on great local teaching experience as well as the expertise available from working as part of a trust.

We continue to develop strong systems and a culture and ethos across all aspects of school life based upon the highest of expectations for our students. We recognise that learning is a lifelong process and focus heavily on the opportunities that a great education can provide for our students.

Our curriculum matches the needs of our students and is thoughtfully delivered by a dynamic staff body. We shine a spotlight on the development of the person as well as the grades that they attain and aim to make our students the most interesting and conversant in any room!

Our modern building allows us to provide a wide variety of spaces in which to learn and develop, and a full extracurricular offer means that all our students have the opportunity and range of spaces in which to learn and develop broader life-skills that will prepare them for life after education.

[Our website](#) will give you a broader picture of our school including key information and a sense of what our community stands for.

About The Role

Family Welfare Officer

Based across two sites: The Ravensbourne School and Orion Eden Park

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 that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative, and we seek 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 rigor while creating a depth of experience and learning for our staff.

About the role

We are seeking a friendly, organised, and proactive individual to join our school communities as a Family Support Worker. This important role is central to supporting the wellbeing of our students and families, providing a welcoming and approachable presence while helping to strengthen relationships between home and school.

The successful candidate will work closely with students, parents, and staff to offer guidance, early support, and practical assistance where needed. Responsibilities will include building positive relationships with families, supporting attendance and engagement, maintaining accurate records, and working collaboratively with the wider school team and external agencies.

Excellent communication skills, empathy, and a calm, professional manner are essential, along with the ability to manage sensitive situations with discretion.

This role is based across two sites: The Ravensbourne School and Orion Eden Park with the successful candidate spending two and a half days at each location.



Job Description

Job Title:	Family Welfare Officer
Closing Date:	18 September 2026
Salary:	NJC Scale 7 points 23 - 25 (Full Time Equivalent: £39,517 - £40,572 (Actual: £37,440 – £38,439 per annum))
Contract Type:	Permanent
Working Hours:	39 hours, 40 weeks
Location:	The Ravensbourne School and Orion Eden Park
Reporting To:	Designated Safeguarding Lead/Assistant Principal

1. Purpose of the Role

The Family Welfare Officer (FWO) plays a critical role in strengthening home–school relationships, improving attendance, and supporting families to overcome barriers to learning. The postholder will work proactively with students, parents, carers, and external agencies to promote good attendance, deliver early help, and support hard-to-reach families through targeted intervention and regular home visits.

The FWO will also play a key role in safeguarding practice through early identification of needs, collaboration with pastoral and safeguarding teams, and ensuring children are supported to attend school regularly and safely.

2. Key Responsibilities

Attendance & Punctuality

- Monitor daily attendance and punctuality, identifying emerging concerns and patterns.
- Lead early intervention strategies to reduce persistent absence.
- Conduct first-day and follow-up home visits for pupils of concern.
- Work with families to develop attendance action plans.
- Provide weekly attendance analysis and updates to senior leaders.
- Support legal processes including penalty notices and court referrals when required.

Family Engagement & Support

- Build trusting, supportive relationships with parents and carers, including those who are reluctant to engage.
- Offer guidance on routines, boundaries, behaviour, and home–school communication.
- Signpost families to appropriate local support services, including financial, housing, parenting and mental health support.
- Collaborate with external agencies to support families with complex needs.
- Facilitate meetings, workshops or drop-in sessions to strengthen parental involvement in the school community.

Home Visits

- Conduct proactive and responsive home visits to address welfare, attendance, and safeguarding concerns.
- Complete detailed, accurate visit records and report concerns promptly.
- Assess home circumstances and barriers to attendance, escalating concerns appropriately.

- Provide practical support and guidance to help families improve routines and remove obstacles to school attendance.

Safeguarding & Welfare

- Work closely with the Designated Safeguarding Lead and pastoral teams.
- Contribute to Early Help assessments and multi-agency plans.
- Attend safeguarding meetings, TAC/TAF, CIN, CP conferences when needed.
- Escalate concerns promptly and in line with school and Trust safeguarding policies.
- Maintain confidential and accurate safeguarding and welfare records.

Admissions Support (Eden Park High School)

- Support the coordination of admissions and in-year transfers.
- Liaise with new families to ensure smooth transition and early engagement.
- Conduct initial home visits for vulnerable new starters if appropriate.
- Ensure strong data collection and communication with families during the admissions process.

General Duties

- Maintain accurate, GDPR-compliant casework records.
- Provide reports for governors, senior leaders and the Trust where required.
- Participate in staff training and professional development.
- Uphold the school's values, policies, and high expectations at all times.
- Carry out any other duties reasonably requested by senior leaders.

Skills, Capabilities and Experience

- 3 years' experience of working in a school or similar educational establishment
- Experience in a similar role
- Experience of working with young people
- Able to prioritise and manage own time effectively
- Excellent ICT skills, particularly Microsoft Office packages
- Able to work under pressure and to deadlines
- Take responsibility for own professional development
- Knowledge of MIS systems (Arbor)
- Full working knowledge of relevant policies/codes of practice
- Well-developed interpersonal skills to be able to relate well to a wide range of people
- Work constructively as part of a team whilst being able to demonstrate initiative
- Good communication skills
- Have commitment to own personal and professional development
- Commitment to equality and diversity
- Strong organisational skills and attention to detail
- Strong moral purpose and drive for improvement
- Values driven
- Mission-aligned
- Humble and kind
- Motivated, enthusiastic and flexible
- Excellent interpersonal skills
- Good sense of humour

- Desire to develop yourself
- Ability to receive and act on feedback
- Attention to detail
- Ability to work under pressure
- Commitment to safeguarding
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students
- Commitment to the full life of the academy
- Must hold a full UK driving licence

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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