



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.

Simon

Our Four Critical Questions

**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we
behave?**

**What do
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone,
strong culture, academic
rigour and smart systems.

**How do we
succeed?**

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

I am delighted to welcome you to Orion Blenheim, part of the Orion Education Trust. Here we do our utmost to provide an inspirational and stimulating experience for all the children who join. We care deeply about our children and hold them to the very highest standards so that they fulfil their potential and are equipped with the best that not only lead to great chances and opportunities, but also create exemplary global citizen.



Ruth De-Graft Incoom
Principal

It is an absolute privilege to lead the school with such talented and hardworking staff and children. At the heart of my vision for the school is a commitment to high standards, a resilient group of children and staff, a respectful and disciplined community where children and staff thrive; a no excuses ethos prevails and aspirations are unashamedly high.

Our curriculum offer is broad and inclusive with a rich variety of subjects that allow children to aspire, strive and thrive. Lessons are stimulating and challenging, meeting the needs of all our children. Our enrichments and extension opportunities support the development of our children as well-rounded, life-long learners.

We have a strong and passionate team of staff and this enables us to provide outstanding care and pastoral support. Staff are a reassuring and constant presence in our children's lives and help them discover who they are, how to develop resilience and self-efficacy.

The commitment of the Governors and the Trust members is outstanding. They work tirelessly to provide advice, financial support, mentoring opportunities. We know that children achieve their best in a supportive and caring environment and a strong home/school relationship plays a part in helping our children reach their full potential.

We look forward to welcoming you as a member of our school and Trust family.

About our School

Orion Blenheim is a one-form primary school located in Orpington. It is part of the Orion Education Trust. Its unique location provides extensive environment and opportunities for outdoor learning. A key strength of the school is its staff, who are committed to the task of ensuring each child pupil succeeds and is preparing for the challenges that lie ahead in life.

We continue to develop a culture and ethos to provide an exceptional education for all our children. We recognise that learning is a journey that never ends so we all believe that 'We are forever learning'- children and all adults. We are committed to developing opportunities for our staff to grow in their roles and into other roles in the school and across the Trust. We believe in teacher autonomy as teachers best know the children and the needs; they can adapt their teaching approaching to meet these needs.

All classes are on the ground floor with one large hall in the middle. There is separate playground for KS1 and KS2 with a large field that is used for different sports and learning and has potential for further development to provide an even richer curriculum.

Our 3 values are Trust, Kindness and Endeavour.

Our rewards system recognises and rewards student achievements and encourages students to exceed their targets. Successes are celebrated in weekly and end of term assemblies as well as via our newsletters. Our inclusive ethos recognises achievements in all areas: academic, sporting, enrichment and character.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

[Blenheim Primary School - Home](#)

About The Role

Family Liaison Officer

NJC scale 4 point 8: £30,715.00 (Actual £26,273.28)

Contract type: Permanent

Line managed by: SENDCo at Orion Blenheim

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. Orion Blenheim is currently a 'Good School'. We are seeking to recruit a Family Liaison Officer to work within our enthusiastic and supportive team to enable our pupils to embrace our motto of Trust, Kindness and Endeavour. The Family Liaison Officer should be inspiring, highly motivated and committed to excellence and have high expectations.



Job Description

Job Title	Family Liaison Officer
Closing Date	11 January 2026 at Midday
Salary	NJC 4.8 £30,715.00 (Actual £26,273.28)
Contract Type	Permanent
Working Hours	36 Hours per week, 39 weeks per year (Term time)
Location	Orion Blenheim
Reporting To	SENDCo

JOB PURPOSE

The role of the Family Liaison Officer is to assist in tackling underachievement and lack of participation by working in partnership with families, carers and pupils in a school context. Monitoring and working with families to improve school attendance is fundamental to this role. The Family Liaison Officer will also ensure the most disadvantaged pupils have full access to the educational and extended school opportunities we have to offer and to help them overcome barriers to learning and participation.

The Family Liaison Officer will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Children who have social care involvement – CP, CIN, TAC or who are receiving Early Help Services (EHA).
- Children with emotional, medical or special needs
- Challenging behaviour
- Children with special education needs (Education Health Care Plan)

Key Accountabilities/Responsibilities

- To work with the SENDCo to identify pupils and families who would benefit most from additional support.
- To maintain regular contact with parents/carers of pupils identified, to keep them informed of the child's needs and progress, and to promote positive family support and involvement.
- To have full knowledge and understanding of the range of activities, courses, opportunities and individuals that could be drawn upon to provide extra support for pupils.
- To ensure stakeholders have access to wider community access, including adult learning and Children's Centres.
- To be fully committed to safeguarding children at all levels.
- Undertake the role of Deputy Designated Safeguarding Lead & assist the Designated Safeguarding Lead with Safeguarding including CP issues, this also includes the management of confidential records and attendance at meetings.

- To monitor attendance and punctuality throughout the school and to plan appropriate interventions with pupils and families following the attendance policy.
- To be responsible for pupils and families new to the country and the school in understanding the education system, school routines and how best they can support achievement.
- Manage the process of pupils being admitted or returning to school, and to identify those who need extra help to overcome barriers to learning both inside and outside of the school.
- To support the attendance officer by monitoring the attendance of vulnerable pupils, organise meetings with parents/home visits to discuss attendance and supporting EWO meetings.
- To provide in school outreach to families whose home circumstance appear to present a significant barrier to successful learning, and work with parents to help pupils achieve their targets.
- Organising drop-in 'offload' sessions for pupils and parents, where they can talk about a particular issue.
- Where children leave the school, ensure their child protection file is transferred to the new school as soon as possible. This file should be transferred securely and separately from the main pupil file and a confirmation receipt for the new school must be received.
- Point of contact at the start of the school day on the school gate.
- To network with other Family Liaison Officers within the Trust and to share ideas and best practice
- To be a point of contact for accessing a range of community and business-based programmes and specialist services, e.g. Children's Centre, social services, education welfare, out of school study support etc.
- To develop a mentoring relationship with pupils needing support, with the aim of achieving goals identified in pupil action plans – (TKAT programme)
- Respond appropriately to disclosures or concerns relating to the well-being of a child.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept, and these are stored securely.
- Attend and participate in multi-disciplinary/agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CP, CIN, TAC and EHA.
- Liaise and co-ordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges by completing an EHA/MASH referral and by being the Lead Professional, where appropriate.
- To assist the Principal in the effective supervision and management of pupils in and about the premises and site of the school during break times. This includes the line management of midday staff.
- To provide a varied menu of activities at lunch times
- To promote the school's Healthy Schools agenda.
- To challenge and motivate pupils, promote and reinforce core values.
- Use areas of strength to support different aspects of the school such as curriculum and whole school events, wellbeing, sustainability, music co-ordinator and parent workshops.
- Opportunity to train as a Mental Health First Aider to support pupils.
- Co-ordinating extra curriculum activities & producing the newsletter.

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

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications/ Training	English Language and Mathematics GCSE or equivalent Grade C or above	Child Care Award Counselling Parenting training qualification	Application Form and Documentation
Skills	<p>Competent IT skills</p> <p>Ability to communicate well with children, young people and adults</p> <p>Ability to write detailed reports, including those commissioned by outside agencies</p> <p>Contribute to monitoring and evaluation</p> <p>Able to work in a team & Independently</p> <p>Excellent listening skills</p> <p>Excellent communicator</p> <p>Good verbal and written communication skills</p> <p>Ability to manage varied workload</p>	<p>Advanced IT skills</p> <p>Maintaining database and computerised records</p> <p>Driving licence.</p>	Application Form and Interview

	Willingness to undertake further training as required		
Knowledge	<p>Sound knowledge of Child/ Vulnerable Adult Safeguarding and Protection procedures</p> <p>Awareness of Parental Mental Health and how this impacts on self-esteem, family life and isolation</p> <p>Understanding of how family dynamic influences the child's experience and development</p> <p>Knowledge and understanding of the Children Act and Every Child Matters</p> <p>Knowledge of systems and services which can be accessed by disadvantaged people and those with protected characteristics</p>	<p>Knowledge and understanding of the role of voluntary agencies with the provision of social care</p> <p>Sound knowledge of how other agencies work and the services they offer for signposting or referral</p>	Application Form and Interview
Experience	Significant experience of working directly with children and young people on an individual or group basis in a flexible and creative way	Working with children or young people where change, loss or grief are significant factors	Application Form and Interview

	<p>through a variety of interventions, activities and events</p> <p>Undertaking home visits</p> <p>Working with children and young people affected by other life issues (e.g., abuse, addiction, depression, anger)</p> <p>Delivering outcome-based parenting programmes e.g. Nurturing Programme or other to groups and /or in a 1-1 situation</p> <p>Experience of working with children and young people on site in schools</p> <p>Ensuring the participation and inclusion of children and young people in planning and evaluation of the service and in their action plans</p> <p>Commitment to working in a holistic way</p>	<p>Interagency working (within the Children's and Adult workforce)</p> <p>Outcomes Based Accountability – plotting, recording and reporting service results</p> <p>Contributing positively to the Supervision process</p> <p>Experience of working with children with special needs and / or challenging behaviour</p>	
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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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