



**Orion
Education**

Principal



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

Recruitment Pack

 **Orion
Scotts Park**

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 our schools.



Simon Garrill
Chief Executive Officer

Thank you for showing an interest in the role of Principal at Orion Scotts Park. Scotts Park is a wonderful primary school with enormous potential.

At Orion Education 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.

Shaw

Our Four Critical Questions

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**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

**What do
we do?**

Trust • Kindness • Endeavour

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

**How do we
behave?**

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.

**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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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
Coopers**

11 - 18



**Orion
Spires**

11 - 16



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Ravensworth**

4 - 11



**Orion
Mead Road**

4 - 7



**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 Chair of Governors

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Welcome to Orion Scotts Park Primary School, part of the Orion Education family. Located in the heart of the Bromley community, we take great pride in our ethos of 'educating the whole child.' We work closely with children and families to help every child become confident, kind, and ready to face their future.



Joe Robjohns
Chair of Local Advisory Body

As Chair of Governors, I am immensely proud of the opportunities that Orion Scotts Park offers to every child. Our school is more than a place of learning – it is a vibrant, caring community where children are encouraged to thrive academically and personally.

We believe that education should inspire curiosity, build confidence, and prepare children for a future full of possibilities. At Orion Scotts Park, our commitment to excellence is matched by our dedication to values. Trust, Kindness, and Endeavour are at the heart of everything we do, shaping a culture where children feel safe, respected, and motivated to achieve their very best.

Our staff are passionate and skilled, creating an environment where every child is supported and challenged to reach their potential. We want every child to feel that they belong to our vibrant and diverse school community, and we are excited to meet potential Principals who share our passion and values.

I warmly invite you to discover what makes Orion Scotts Park such an exceptional place for children to learn and flourish.

Joe Robjohns

About our School

At Orion Scotts Park, we are proud to be a caring and inclusive school where every child is supported to thrive — academically, creatively, and personally. Our core values of Trust, Kindness, and Endeavour are at the heart of everything we do, shaping the way we learn, play, and grow together.

At Orion Scotts Park, we are committed to academic excellence, ensuring every child achieves their full potential through high-quality teaching, personalised support, and a rich, engaging curriculum. We also place great importance on our extensive enrichment curriculum, which offers children a wide range of opportunities beyond the classroom. From music and drama to sports, student leadership, and creative clubs, these experiences help children discover new interests, build confidence, and develop essential life skills.

We place a strong emphasis on professional growth for staff, with Instructional Coaching at the heart of our development approach. Orion Scotts Park is proud to be one of very few primary Steplab hubs nationally, supporting other schools in developing their professional practice through Instructional Coaching. This commitment to continuous improvement ensures our team is reflective, skilled, and always striving to deliver the very best for our children.

As part of the Orion Trust, we work collaboratively across schools, sharing expertise, resources, and support. This culture of partnership enables us to learn from one another, strengthen our practice, and ensure that every child across the Trust benefits from the highest standards of education and care.

Our beautiful grounds, thriving Forest School, and innovative OPAL play programme create a vibrant environment where children learn, explore, and grow. Creativity is celebrated through music, drama, and a wide range of clubs, while student leadership opportunities help children build confidence and character.

Together, we grow with Trust, Kindness, and Endeavour.

About The Role

Principal

If you enjoy a challenge, are driven by moral purpose and want to make a significant difference to the lives of children and young people, then this is an opportunity that can't be missed. You'll be working with a team of like-minded leaders and a central team that have great ambition for all our schools. The Principal shall carry out the professional duties as described in the School Teachers' Pay and Conditions document.

The Principal is accountable to the Executive and Local Advisory Body for ensuring the educational success of their school within the framework of their school strategic plans. They provide professional leadership and management of their school and must establish a culture that helps to transform lives and improve outcomes. Principals should strive to create welcoming and open schools where every pupil thrives, makes excellent progress and succeeds. They must ensure the school is aligned to the Trust Backbone and to the shared values of trust, kindness and endeavour.



Job Description

Job Title	Principal
Closing Date	Sunday 01 February 2026 at 20:00
Salary	Outer London L19 – L23
Contract Type	Permanent
Working Hours	Full Time
Location	Orion Scotts Park
Reporting To	Executive Principal Primary

Job Purpose

- The effective implementation and embedding of the school's vision, principles, and policies.
- Providing leadership across all aspects of the internal organisation, professional leadership, management, and control of the school.
- Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all, in all areas of the school's work.

SHAPING THE FUTURE (STRATEGIC LEADERSHIP)

- To work with the Trust, the Local Advisory Body and SLT, to develop the shared vision and strategic plan for the school, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils.
- To work with the Trust, governors, and staff to define and implement the school's vision and strategic direction so that it is understood and acted upon by all stakeholders.
- To work within the school community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement.
- To ensure the sustained raising of aspiration, achievement, and attainment, is met through an inclusive, sustainable, and innovative lifelong education environment.
- To ensure the school achieves its performance targets.
- Demonstrate the vision and values of the school in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Promote the school and develop effective and productive relationships with a wide range of stakeholders.
- Secure the commitment of parents and the wider community to the vision and direction of the school.
- To challenge, motivate and empower others to attain ambitious outcomes.
- In conjunction with the Trust and LAB, develop strategies for school readiness in early years and a positive transition across key stages and into both primary and secondary education for children and parents.

LEADING, LEARNING AND TEACHING

- Drive and inspire a passion for learning in every member of the school community.
- Provide a model of outstanding practice to all staff in teaching and school leadership.

- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (whole person as well as academic).
- Ensure that a high-quality educational experience is available for all children and young people.
- Create a positive culture of challenge, support, and high expectations, in order to achieve the school's strategic school development plan, raise standards and improve the quality of teaching.
- Ensure that quality first teaching happens consistently in all subjects across all year groups.
- Ensure that all children make good progress including where there are barriers to learning, through clear, consistent, and excellent systems and provision for all, actively promoting inclusion.
- Ensure effective and appropriate pastoral support is available to children in the school.
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
- Keep informed of developments within the national curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant, and inspirational and contributes to outstanding educational and whole-person outcomes.
- Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence, including online learning.
- Develop an inclusive and supportive approach so that Orion Scotts Park is a place where all young people and the wider school community feel welcome.

DEVELOPING SELF AND WORKING WITH OTHERS

- Treat everyone within the school fairly and equitably.
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with adopted appraisal and capability policies and procedures.
- Ensure a high standard of professional development for all staff and for self-including attending all mandatory training events.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Work with all staff to build effective teams.
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
- To ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain effective strategies and procedures for staff induction, professional development, and appraisal as below.
- Effective and consistent implementation of the appraisal policy and other systems of quality assurance and professional development of teachers.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
- Develop and maintain respect across all stakeholders, inspiring individuals to

- contribute positively to shared ideas and plans for the school.
- Actively consider succession planning to develop capacity, through coaching and mentoring members of the SLT.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development across other schools locally.

MANAGING THE ORGANISATION

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage the annual budget so that the school secures its objectives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit and retain staff of the highest quality, in line with safer recruitment procedures.
- Deploy all staff effectively in order to improve the quality of education provided.
- Regularly monitor the budget for the school and the use of resources.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.
- Work with the school business manager to maximise the level of external funding that is attracted to support the school's development.
- Promote, embed, secure, and monitor all agreed policies.

SECURING ACCOUNTABILITY

- Work with the Executive Principal Primary and the Local Advisory Body (providing information, objective advice, and support) to enable them to meet their responsibilities.
- Ensure that individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.
- Further develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Further develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents, and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

STRENGTHENING COMMUNITY

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, and those from the wider business or other organisations into the school to enhance and enrich the school and its value to the wider community.

EQUAL OPPORTUNITIES

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school, the Trust & Local Advisory Body
- Ensure that all policies and procedures adopted by the school, the Trust and (LAB) are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

HEALTH AND SAFETY

- To work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance with procedures is always observed under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction, and supervision as necessary to accomplish those goals.

DATA PROTECTION

- To ensure compliance with the Data Protection Act (1974) and the Freedom of Information Act (2000).

Note: the job description is not intended to be an exhaustive list of duties and may be subject to amendment at any time in the light of the developing school needs and within the terms of your conditions of employment but only to an extent consistent with those conditions of employment as the needs of the school may require and only after consultation with you. This job description will be reviewed annually or sooner as part of the Performance Management Cycle

To find out more about the role and the application process we recommend that in the first instance you contact our recruitment partners Propelo on **01273 222 877**, email orionedu@propelo.co.uk or by visiting <https://orionedu.our-careers.co.uk>

Closing date for applications: Sunday 01 February 2026 at 8pm

Interviews: Tuesday 10 February and Wednesday 11 February 2026

Person Specification

Knowledge and Skills Required	Essential	Desirable	Measured By*
Knowledge			
At least four years' experience of teaching in the primary setting	X		A I
Significant experience of senior leadership in a primary setting at least at deputy headship level (or equivalent)	X		A I
Outstanding teacher	X		R A I
Proven track record of raising educational standards	X		R
Using data (both quantitative and qualitative) to set targets and raise standards	X		R I
Experience of managing / leading a team	X		A R
The monitoring and evaluation process	X		A R I
Statutory testing and access arrangements	X		A
Working with children's services including a full understanding of Keeping Children Safe in Education	X		A I
Engaging difficult to reach families	X		A R I
Contributing to the SEF and SDP		X	A R I
Conducting performance management / appraisal		X	A R I
An understanding of school financial systems and setting a balanced budget		X	A
Relevant degree	X		A
Master's degree		X	A
NPQH or equivalent	X		A
Qualified Teacher Status	X		A
Evidence of further effective professional development	X		A I

Knowledge and Skills Required	Essential	Desirable	Measured By*
Personal Qualities			
Flexibility of approach	X		R
Well organised	X		R I
Supportive – able to work as part of a team	X		R
Able to respond to and seek advice	X		R
A commitment to equalities, diversity, and inclusion	X		A I
Interest and motivation in the job			
Enthusiasm for children's learning	X		I R A
Other essential criteria			
Right to Work in the UK	X		A Pre-employment check
Enhanced DBS with Child Barred List check	X		A Pre-employment check

*A = application form, I = interview and R = references

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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