



**Orion  
Education**

Head of Year (Non-Teaching)



**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.

A handwritten signature in blue ink, which appears to read "S Garrill". The signature is written in a cursive, slightly slanted style.

# 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?**

## 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

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  
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

### Head of Year (Non-Teaching)

Based at 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

The Head of Year (non-teaching) plays a pivotal role in improving outcomes, transforming lives and enabling social mobility by ensuring the effective delivery of pastoral support within a designated year group.

Working under the guidance of senior staff, the post holder will lead and co-ordinate the year team, support learning and teaching by promoting pupil progress, and contribute to raising standards through a strong focus on attendance, punctuality, behaviour and achievement.

The role involves being accountable for the pastoral and academic performance of pupils, strengthening communication with families and external agencies, and fostering a positive year group identity.

As an ambassador for the school, the Head of Year will live the vision and values, support safeguarding and wellbeing, and ensure that all pupils receive the guidance, support and opportunities needed for their personal development and success.





## Job Description

<b>Job Title</b>	Head of Year (Non-Teaching)
<b>Closing Date</b>	8 June 2026, 9:00 AM
<b>Salary</b>	NJC Scale 8, Point 26 to 28, starting point 26 (£40,180 – £42,059 FTE)
<b>Contract Type</b>	Permanent, 40 weeks per year
<b>Working Hours</b>	40 hours per week
<b>Location</b>	Orion Eden Park
<b>Reporting To</b>	Assistant Principal for Behaviour

## Job Purpose

- To improve outcomes, transform lives and enable social mobility
- To live the vision and values and be an ambassador for the school
- To be pivotal in ensuring the effective delivery of pastoral support in the school
- To contribute to raising standards in the school by delivering pastoral support to a year group
- To be dedicated to improving pupil attendance and punctuality
- To work under the guidance of senior staff

## Main Duties and Responsibilities

### Supporting Learning and Teaching

- Ensure support provided to pupils has a clear focus on learning, progress and the development of skills and competencies.
- Contribute to coaching, mentoring, and sharing good practice, within the year group, throughout the school and with Trust schools.
- Contribute to individual pupil records ensuring they have up-to-date details of the curriculum support, input and alternative intervention/support that has been provided.
- Support the school's drive for excellent academic results by ensuring pupils needing intervention receive support, encouragement, and guidance as appropriate and necessary to raise individual pupil achievement and aspirations

### Securing Accountability

- Be accountable for the pastoral and academic performance of pupils within the year group.
- Provide and review data and contribute to target setting within the year group in line with whole school and individual pupil targets.
- Analyse pupil-tracking data, identify underperformance, and contribute to planning appropriate interventions and monitor their impact.

### Strengthening the Community

- Contribute to stakeholder engagement and communication with parents, carers, and families within the year group.

- Work effectively in partnership with external agencies including school nursing services and other health services, organising drop-ins, vaccinations and presentations as needed.
- Support activities relating to being a healthy school, including co-ordinating activities related to mental and physical health and after school clubs.
- Secure learning opportunities within the year group to promote community cohesion.
- Arrange and promote activities such as year charities and co-ordinate fund-raising activities.
- Contribute to strategies for developing pupil leadership and pupil voice within the year group and the school.
- Be a professional advocate for the school in all contexts.

### **Year Team**

- Lead and co-ordinate the work of a year team, including tutors, and keep the Principal informed of important information on individual pupils or year team issues and developments.
- Contribute to developing the year group identity and building relationships within, across and outside the school.
- Plan, run and minute half termly year team meetings, covering high-risk pupils, attendance, punctuality, behaviour and key pastoral events.
- Monitor and quality assure the Tutorial Programme at least half termly to ensure high standards.
- Support the professional development of tutors and model effective delivery where needed.
- Meet at least fortnightly with tutors to review performance and the tutor programme.
- Provide termly reports on the quality of morning registration and the tutor programme to the SLT link.

### **Attendance and Punctuality**

- Monitor attendance and punctuality.
- Produce weekly and half termly attendance and punctuality reports.
- Display performance data within classrooms and year group areas.
- Monitor punctuality daily and run detentions.
- Make daily follow-up calls to parents of at-risk absent pupils.
- Contact parents where attendance is below target and hold meetings where required.
- Agree action plans with parents where attendance is significantly below target, including use of formal sanctions where necessary.
- Maintain a risk register of high-risk pupils and review weekly with SLT.
- Ensure all attendance data is recorded on Arbor/SAMPeople or agreed systems.
- Support movement between lessons through corridor presence.

### **Pupil Behaviour**

- Supervise Heads of Year detentions.
- Monitor behaviour and maintain detailed records on Arbor/SAMPeople or agreed systems.
- Ensure regular communication with tutors and SLT regarding pupil behaviour.
- Identify pupils requiring pastoral input and develop action plans.
- Meet daily with pupils on report and ensure reports are completed.
- Maintain regular communication with parents regarding behaviour.
- Conduct daily checks on uniform, equipment and school bags

### **Pupil Guidance and Support**

- Maintain and review a single behaviour tracker/risk register for pupils of concern.
- Meet fortnightly with nurture group pupils to promote positive outcomes.
- Meet each pupil termly to review progress and provide support.
- Contribute to pupil assessments to identify those needing additional help.
- Meet regularly with year council to gather pupil feedback.
- Ensure pupils absent due to illness have access to learning resources.
- Manage reintegration plans for pupils returning after absence or exclusion.
- Maintain communication with parents regarding attendance, behaviour, wellbeing and medical needs.
- Prevent bullying and support victims, keeping detailed records.
- Record medical needs on Arbor/SAMPeople and share relevant information with staff.
- Support effective use of rewards and sanctions.
- Organise and run termly celebration assemblies, including coordination of awards and speakers.

### **Other Responsibilities**

- Comply with policies on safeguarding, health and safety, confidentiality and data protection.
- Support and attend parents' evenings, open evenings, induction days and events.
- Contribute to the life and ethos of the academy.
- Support the completion of end-of-year reports using Arbor/SAMPeople data.
- Organise year presentations during assemblies.
- Develop leadership opportunities for pupils

### **Vision and Values**

- Undertake additional duties appropriate to the role.
- Engage in performance management and professional development.
- Promote equality, diversity and inclusion.
- Support academy events such as Open Evening.
- Adhere to Trust policies, dress code and health and safety procedures.
- Promote and follow safeguarding requirements in line with statutory guidance.
- Comply with all academy and Trust policies and report concerns appropriately.

**As part of ORION EDUCATION, you are responsible for:**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

# Person Specification

## Skills, Capabilities and Experience

Area	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent including GCSE in English and Maths at Grade C/5 or above.</li> <li>• Educated to Degree Level or Higher.</li> <li>• Evidence of Continuous Professional Development.</li> <li>• First aid qualification or willing to undertake as part of the role.</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience, Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Working with young people in an educational setting.</li> <li>• Providing pastoral support within an educational setting.</li> <li>• Monitoring and reviewing attainment, attendance and behaviour data to support pupils.</li> <li>• Computer literate – MS Office etc.</li> <li>• Ability to maintain positive relationships with pupils and other adults.</li> <li>• Ability to speak in front of large groups of pupils and small groups of staff.</li> <li>• Ability to work effectively and sensitively with a range of groups and individuals.</li> <li>• Ability to prioritize, work quickly and accurately, particularly under pressure and to meet deadlines.</li> <li>• Ability to work unsupervised, use own initiative and make appropriate decisions.</li> <li>• Ability to address sensitive matters with a caring approach and appropriate confidentiality.</li> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li> </ul>	—	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to listen to stake holders and understand their needs.</li> <li>• Ability to use ICT confidently to communicate, review data and present information to others.</li> <li>• Emotional resilience in working with challenging behaviours.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• The ability to be decisive.</li> <li>• High levels of honesty and integrity</li> <li>• Strong verbal and written communication skills.</li> <li>• Confidence and self-motivation</li> <li>• Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment</li> <li>• Have commitment to own personal and professional development Commitment to equality and diversity</li> <li>• Strong organisational skills and attention to detail</li> </ul>		
<p><b>Character</b></p>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Values driven</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to safeguarding</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li> <li>• Commitment to the full life of the academy</li> </ul>	<p>—</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

## Orion Education

Mansion House, Orion Coopers  
Hawkwood Lane, Chislehurst  
Kent, BR7 5PS

020 8290 8505  
[info@orionedu.org.uk](mailto:info@orionedu.org.uk)

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.

