

**Head of School  
Orion Coopers**



# **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 forward looking group of schools on a mission to improve outcomes and transform lives.*



**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 Garrill*

# 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



**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 Director of Secondary

*Welcome to Orion Coopers, a successful secondary that ensures that all members of our community are focused on creating strong outcomes for our young people.*



Lisa Peterkin  
Director of Secondary

At Orion Coopers, pupils' learning is at the heart of everything we do. We believe the most powerful driver of improved outcomes and social mobility is our staff. As a coaching trust, we are committed to developing the expertise and practice of all teachers and leaders, whatever their starting point.

Our values of trust, kindness, and endeavour shape our culture and guide our work. Trust builds strong relationships between staff and students, creating the foundation for success. Kindness ensures equity and compassion, so every young person has the opportunity to thrive. Endeavour reflects our belief that learning is a journey requiring determination and adaptability - qualities we nurture in pupils and model as professionals.

We offer a holistic education, enriching the academic curriculum with experiences that prepare pupils for university or a successful career. Our staff are central to making this vision a reality across our schools. By joining Orion Coopers and our trust, you will be part of a collaborative team committed to transforming lives and shaping futures.

# About our School

***Orion Coopers is a welcoming and thriving secondary school located in Chislehurst. It is part of Orion Multi-Academy Trust. Set in 33 acres of beautiful parkland it offers extensive educational facilities. Orion Coopers is a community that inspires ambition, resilience and success for all.***

At Orion Coopers we have high expectations of all members of our community; as leaders, we inspire colleagues to strive for excellence and foster an environment where everyone can become the best version of themselves. Head of School, you will play a pivotal role in driving our collective ambition, modelling high standards and supporting the professional growth of both teaching and associate staff.

This is best demonstrated in our ambitious curriculum for all pupils which matches and exceeds what is expected nationally. We have a strong team of creative and enthusiastic teachers whom you will lead and motivate to deliver outstanding learning experiences. You will establish and maintain a shared understanding of effective teaching practice, providing strategic direction through bespoke training and coaching programmes-based upon our instructional coaching model. Orion education offers you access to exceptional leadership development, enabling you to continually refine your skillset and advance your career. We are committed to nurturing opportunities for our senior leaders to grow within the school and across the Trust.

We have clear behavioural expectations that ensure our school remains calm, orderly, and focused on learning. As Head of School, you will be responsible for upholding these standards through robust systems and by empowering staff to reward positive behaviour and consistently challenge conduct that falls short. You will work closely with our dedicated pastoral team, supporting pupils across all year groups and fostering a culture of safety and respect. Our recent Ofsted in 2023 commented that "Pupils are safe around the large school site. They know that bullying is not tolerated, and that staff swiftly intervene to resolve any issues. Staff build positive working relationships with pupils and listen to any worries that they may have. Pupils are kind and respectful to others, including to new arrivals to the school. Sixth-form students act as role models for their younger peers."

Our pastoral and associate staff teams are integral to achieving our educational vision. As Head of School, you will ensure their development and wellbeing are prioritised, championing a comprehensive Associate Staff programme of training and advancement to broaden their experience and expertise.

The school it is at an inflection point. Having established outcomes that now exceed those nationally it is well placed to build on its success so that our students can enjoy consistently high outcomes in an engaging, enriching and caring environment.



## Job Description

|                      |                                    |
|----------------------|------------------------------------|
| <b>Job Title</b>     | Head of School                     |
| <b>Salary</b>        | Outer London L27-L31               |
| <b>Contract Type</b> | Permanent                          |
| <b>Location</b>      | Orion Coopers, Chislehurst BR7 5PS |
| <b>Reporting To</b>  | Executive Principal                |

## Job Purpose

### Core Purpose of the Head of School role

If you're passionate about making a difference and motivated by moral purpose, this role offers the chance to join ambitious leaders across our schools.

The Head of School is responsible for the day-to-day leadership and management of Orion Coopers, ensuring the delivery of outstanding teaching and learning, and fostering a positive school culture. This role will work closely with the Executive Principal to implement the school's strategic vision, uphold high standards, and promote continuous improvement across all areas of school life.



## Main Areas of Responsibility

### Summary of the Role:

To improve outcomes, transform lives and enable social mobility

- To live the vision and values
- Management and day-to-day operations of the school
- Responsible for the success of the Academy
- To lead on an area of school improvement
- Provide leadership for establishing and implementing annual goals and objectives
- To ensure high standards of teaching and learning
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the Academy aims and policies
- To ensure that all Academy policies and procedures are implemented and applied consistently by all staff
- To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources
- To support the development of literacy, to raise standards of literacy across the Academy
- To ensure that all students are provided with accurate and effective advice and guidance regarding career and educational pathways
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

### Main Duties and Responsibilities:

#### Vision and Values

- 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

The Head of School will combine a record of successful strategic leadership and sustainable School improvement with imagination, flair and determination to succeed. Experience in delivering successful outcomes in a secondary school you will lead with energy, rigour and authority.

Candidates are requested to demonstrate the following attributes as part of the selection process.

| Area                  | Essential  | Desirable  | Method of assessment                                    |
|-----------------------|--|--|---|
|                       | These are qualities without which the Applicant could not be appointed   | These are extra qualities which can be used to choose between applicants who meet all the essential criteria | Application<br>Certification<br>Interview<br>References |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>DfE recognised Qualified Teacher Status</li> </ul>  | <ul style="list-style-type: none"> <li>Relevant CPD</li> </ul>   | Application<br>Certification                            |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>Experience of leadership at a senior level</li> <li>Successful teaching experience at secondary level</li> <li>Evidence of outstanding teaching and learning</li> <li>Strong teaching ability backed up by good and outstanding outcomes</li> </ul> |  | Application<br>Interview<br>References                  |

| Area                          | Essential   | Desirable   | Method of assessment                                  |
|-------------------------------|---|---|---|
| <b>Knowledge &amp; Skills</b> | <ul style="list-style-type: none"> <li>• Understanding of theory and practice of effective teaching and learning</li> <li>• Evidence of good classroom management skills</li> <li>• Knowledge of National Curriculum requirements at KS3, 4 &amp; 5</li> <li>• Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement</li> <li>• High expectations which motivate and challenge students</li> <li>• Excellent subject knowledge</li> <li>• Understanding of how students learn</li> <li>• Highly tailored planning using scheme of work</li> <li>• Effective use of formative assessment</li> <li>• Behaviour management to support a disciplined and joyful culture</li> <li>• Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers</li> <li>• Understanding the importance of being a Tutor</li> <li>• Good level of ICT skills</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of what makes an Orion Education academy different and successful</li> <li>• SEND theory and practice</li> </ul> | <p>Application</p> <p>Interview</p> <p>References</p> |

| Area      | Essential  | Desirable | Method of assessment                           |
|-----------|--|-----------|--|
| Character | <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> |           | Application<br><br>Interview<br><br>References |



We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The jobholder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academies will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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

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

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

