

**Executive Principal
Secondary
Orion Coopers**

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

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

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



**Orion
Eden Park**

11 - 18



**Orion
Spires**

11 - 16



**Orion
Coopers**

11 - 18



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

4 - 11

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

Welcome from the 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. As Executive Principal, 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 Executive Principal, 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 Executive Principal, 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

Job Title	Secondary Executive Principal
Salary	Competitive
Contract Type	Permanent
Location	Orion Coopers, Chislehurst BR7 5PS
Reporting To	Director of Secondaries

Job Purpose

Core Purpose of the Executive Principal for Secondary

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. We provide robust support and challenge, plus opportunities to create impactful practices in a dynamic setting.

The Executive Principal will lead one school in the Orion Education hub, supporting high-quality education, student achievement, and resource efficiency, while also assisting the Principal at Orion Spires, in Canterbury.

Key responsibilities include improving educational standards, ensuring equal opportunity, developing policy, and building partnerships with the wider community, such as other schools and employers.

The role involves serving as named Principal for Ofsted at Orion Coopers, coaching and mentoring other Principals within the region, and leading on trust-wide initiatives. With the expansion, the scope of this position would be expected to grow.

Main Areas of Responsibility

The Executive Principal's effective leadership will result in academies where:

- There is a positive ethos that reflects a commitment to high achievement, effective teaching and learning, and good relationships.
- Staff, governors and parents have confidence in leadership and management
- Staff and governors recognise their accountability for their tasks and contribute fully to the development and successful implementation of policies and practices.
- The Academies effectively promote students' spiritual, moral, social and cultural development and prepare them for adult life.
- Effectiveness is kept under rigorous review, and links with the wider community contribute to students' attainment and personal development.
- Efficient and effective use is made of staff, accommodation and resources.
- The Orion Education Four Critical Questions and the Orion Education Backbone are embedded across the trust.

Key Result Areas

School Improvement

- Work with all governors to create a strategic vision.
- Motivate Principals and Heads of School to create a shared learning culture and positive climate through distribution of leadership. Ensure clear accountability for student progress.
- Translate the vision into agreed objectives and operational plans. Monitor the delivery of these.
- Use the Trust structure to maximize and deploy both resources and expertise to raise achievement across the schools
- Ensure a continuous focus on students' achievement, using data and benchmarks to monitor progress and make improvements where necessary.
- Establish creative, responsive and effective approaches to learning and teaching.
- Monitor, evaluate and review school practice and promote improvement strategies.
- Deliver a knowledge-based approach to the curriculum
- Tackle under-performance at all levels.
- Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review.
- Promote and maintain a culture of high expectations for self and others.
- Ensure effective planning, allocation, support and evaluation of the work of teams and individuals.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Line manage the leadership team and Principal where appropriate, ensuring effective appraisal and their professional development.

Strategic Leadership:

- Secure the highest standards of safeguarding
- Work with the School Business Manager, the Director of Finance and the CEO to set appropriate budgets
- Ensure all financial regulations and audit requirements are fully complied with and in line with Trust policies.
- Ensure the ongoing development of an organisational structure which reflects the Trust's values and enables effective and efficient operations.
- Ensure evidence-based improvement plans and policies promote continuous school improvement.
- Recruit, retain and deploy staff efficiently and appropriately.
- Develop a positive ethos which enables everyone to work collaboratively in all areas of the school.
- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded, tackling under performance in a timely and efficient manner.
- Work within the governance structure to enable it to meet its statutory responsibilities.
- Ensure every individual child has access to high quality learning and teaching in an ordered safe and
- disciplined environment

Promotion of the Organisation:

- Create and promote positive strategies for challenging all forms of prejudice, and ensure equal opportunities exist for all.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure student and community needs are met.
- Use the Trust to promote community cohesion and the Trust framework to promote extended services and work with other partners.

Working with Trustees and Local Advisory Boards:

- To establish and maintain appropriate working relationships with the Trustees and Local Advisory Boards
- To ensure appropriate presentation and reporting to the Trustees and Local Advisory Boards on the progress of the organisation and on all matters relevant to the discharge of the schools' responsibilities.

Person Specification

Skills, Capabilities and Experience

The Executive Principal 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.

	Essential/Desirable	Application(A) Interview (I) Reference(R)
Qualifications:		
Qualified Teacher Status	E	A
Degree	E	A
NPQH or evidence of working towards	D	A
Master's Degree	D	A
Good honours graduate and post graduate level qualification	E	A
Experience:		
A proven record of successful, senior education leadership	E	A
A proven record of successful headship	E	A
Significant experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school, and/or local authority or School trust	E	A
Experience or working at a management level in more than one secondary school		
Experience of delivering high levels of progress within a diverse school with pupil premium students		
Experience of delivering effective innovations in curriculum and pedagogy	E	A
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change.	E	A
In-depth knowledge and understanding of the wider educational agenda	E	A
In depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures	E	A
Skills and Knowledge:		
A detailed understanding of the school improvement process and the ability to apply it in challenging circumstances	E	A
A detailed knowledge of assessment and the use of data to monitor and raise standards	E	A/I
Understanding of the relationship between financial and human resources and educational outcomes	E	I
Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals	E	I
First class ambassadorial skills with an ability to present the School in an authoritative and persuasive manner	E	I
Personal Qualities:		
Be a positive role model at all times, a highly effective and respected representative of Orion Education.	E	A/I
Be approachable and person centred	E	I
To be articulate with excellent interpersonal skills both verbally and in writing	E	A/I
Ability to challenge, give feedback and present views to achieve positive outcomes	E	A

	Essential/Desirable	Application(A) Interview (I) Reference(R)
Inspire trust and confidence across the school community including with parents, governors and members of the local community	E	A/R
To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict and issues imaginatively and solve problems	E	A/I
Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development	E	A
No disclosure about criminal convictions or safeguarding concerns	E	A
Improving Learning and Teaching:		
Outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	E	A/I
Proven ability to secure excellent teaching for all students to enable them to realise their potential	E	A
Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	E	A
Able to hold all staff to account for their professional conduct and practice	E	A/R
Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	D	A
Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of all students.	E	A
Exercise strategic, curriculum-led financial planning to meet the best interests of students and the schools' sustainability	E	A/I

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

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