

The GALLERY TRUST

A community of special schools



**Deputy Head
Teacher: Curriculum
Orion Academy**

**Candidate Information Pack
February 2026**

Welcome

Thank you for your interest in the role of Deputy Head Teacher at Orion Academy.

Orion Academy currently offers places to 74 students, and the roll of the school will rise steadily over the next two years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools. The Academy moved into new, state of the art buildings in September 2021. Our facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in a way that allows for innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and we look forward to receiving your application.

Jessie Shakespeare

Hannah Shuker

Co-Headteacher

Co-Headteacher

About The Gallery Trust

Orion Academy is proud to be part of The Gallery Trust, a growing Special Needs Multi-Academy Trust committed to enhancing outcomes for SEND learners across Oxfordshire.

The Trust has a national reputation for excellence and plays a key role in shaping SEND strategy in the county. Currently, The Gallery Trust oversees seven academies, with plans to expand to 8 – 10 schools over the next five years.

As Deputy Head Teacher, you will work closely with the Trust's Executive Teams, who will provide expert guidance and support in areas such as strategic school improvement, finance, HR, and health and safety. This partnership will enable you to focus on what matters most—delivering outstanding teaching and learning, leading a dedicated school community, and driving improvements in SEND education.

Join Us

If you are an ambitious and passionate leader ready to make a meaningful impact at Orion Academy, we would love to hear from you.

On behalf of the Board of Trustees, thank you again for your interest—we look forward to your application.



Chris Scrivener
Chair of Trustees



Kay Willett MBE
Chief Executive Officer

**Deputy Head Teacher: Curriculum
Orion Academy**

**Full Time, Permanent
Leadership Scale L16 - 20
Start Date: Easter 2026 (or September 2026)**

Orion Academy is seeking to appoint an inspirational and dynamic Deputy Head Teacher who will support the Co-Headteachers to lead the academy as part of their Leadership Team.

The successful candidate will bring their leadership experience, operational and strategic abilities and extensive knowledge of SEND to the role. They will be a skilled SEND practitioner, modelling and understanding excellent classroom practice. They will have the ability to engage students with a complex range of SEMH / ASC needs and a clear commitment to improving student outcomes.

In this role you will have responsibility for curriculum and teaching and achievement, and will also take responsibility for assessment and monitoring cycles in the classroom, embedding EHCPs in the curriculum. You will be an excellent classroom practitioner, modelling exceptional teaching, learning and planning: there will be a maximum 0.4 teaching commitment as part of the role. You will also be responsible for the line management of named Curriculum Leads.

As a member of SLT you will work collaboratively and in partnership to deliver on school improvement, ensuring an understanding of quality across the school through quality self-review processes, whilst supporting and leading operational management on a day-to-day basis. As part of the SLT you will be able to lead and define the vision and ethos of the school, using clear inclusive values.

You will be provided with the opportunity to contribute to the Gallery Trust as it expands and to work with colleagues across the Trust.

The successful candidate will:

- Have a strong grasp of the strategies needed to deliver an outstanding curriculum through excellent teaching to students with a diverse range of needs
- Have good experience of at least middle leadership within a school, this will include leading monitoring cycles and ensuring quality. Senior leadership experience is highly desirable.
- Have a strong understanding of restorative approaches and positive behaviour management in schools, with positive impact and values alignment
- Have experience of ensuring quality Safeguarding procedures within a school
- Have up to date knowledge of the SEND Code of Practice and principles around EHC Plan processes
- Be a highly skilled teacher, who is able to coach and mentor staff and help us to develop future leaders
- Be passionate about improving outcomes for students and be driven to ensure all students reach their potential
- Be dedicated to the inclusion of students with SEND in education and society as a

whole

- Be able to deliver on high-expectations for all learners, with a drive toward achievement and accreditation

Benefits of working at Orion Academy include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities, tailored to your learning needs, your job role and your career aspirations.
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Trust in Oxfordshire.
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries based on School Teacher Pay and Conditions Document and the Burgundy Book.
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing

Facilities

- Free car parking and cycle storage

How to apply:

The closing date for the receipt of completed applications is **Sunday 22nd February 2026, 5pm**. Interviews are provisionally scheduled to take place on **Wednesday 25th February, 2026**.

To apply for this post please submit an application form via the MyNewTerm portal.

<https://mynewterm.com/jobs/147728/EDV-2026-OA-86786>

We are committed to ensuring that everyone feels welcome, respected, and supported throughout our recruitment process. If you have a disability, are neurodivergent, or have any additional needs that may require adjustments at any stage of your application or interview, please let us know via recruitment@orionacademy.co.uk

Visits to the academy are encouraged. Please contact Jessie Shakespeare or Hannah Shuker at Orion Academy, to arrange an informal visit and conversation. We look forward to hearing from you.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with an additional academy opening in 2026. The Trust also provides Outreach support and training, teacher training and short breaks provision. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



Orion Academy

We are committed to creating opportunities for both pupils and staff to achieve their individual goals. Working closely with parents, carers, and other professionals is essential to us, ensuring a strong support network and the sharing of good practice. We are passionate about making learning vivid, real, and an enjoyable, progressive experience. By focusing on each pupil's individual needs and building on what they already know, we help develop skills that are essential for adult life.

At Orion, we place a strong emphasis on communication, personal development, and social skills, recognising them as fundamental to success in all areas of learning. Our Positive Behaviour Support ethos underpins everything we do. We highly value the time dedicated to understanding each pupil's needs and developing strategies that promote engagement and enhance quality of life. We continue to refine our curriculum and teaching to celebrate the achievements and meet the diverse range of needs and abilities across our school, and are proud of our inclusive approach across the community.

We are proud to be part of The Gallery Trust, a Special Needs Multi Academy Trust dedicated to improving outcomes for SEND learners across Oxfordshire. The Trust has a national reputation for excellence and plays a key role in shaping SEND strategy within the county.

JOB DESCRIPTION

Deputy Head Teacher

Responsible to: **Co-Head Teachers, Orion Academy**

Job Purpose:

To provide strategic leadership for the school's curriculum and Quality of Education, ensuring that all students access an ambitious, coherent and well-implemented curriculum which secures strong progress, engagement and outcomes.

Working in partnership with the Co-Headteachers, the postholder will lead teaching and learning, assessment, professional development and curriculum innovation, driving continual improvement in classroom practice and educational standards across the school.

Introduction:

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document for those on the leadership spine and the provisions of that document will apply to the post-holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Co-Head Teacher responsible for curriculum and teaching. The Head Teachers, or other Senior Manager if appropriate, will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress as Work policy and the Dignity at Work policy

Teaching and Learning:

- Ensure all pupils within the school receive an exciting, effective and appropriate education, which supports their needs, as outlined in their Educational and Health Care Plan and in accordance with the school's curriculum framework. In doing this the Deputy Head Teacher will have due regard to the National Curriculum, and the school's aims, together with the policies of the governors.
- Work collaboratively with the senior team to monitor and develop the school's curriculum and teaching and assessment framework; ensuring delivery of excellent provision, which fully meets students' individual needs.
- Be responsible for high-quality achievement across the school, embedding ongoing high-expectations and monitoring to deliver excellent outcomes
- Ensuring high-quality monitoring delivery of systems across the school, in partnership with the SLT and Curriculum Leads

- In your role you will be working to improve curriculum and teaching, using your skills related to coaching, co-teaching, modelling, and other strategies to enable pedagogical excellence
- If required, cover for teacher absence across key stages.

The teaching aspect of the post will require:

- The provision of suitably differentiated work to meet the individual needs of the pupils
- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and practices
- On-going assessment of pupils' work and abilities through comprehensive record keeping, based on the school's agreed format
- Contribution, wherever appropriate, to the display, presentation and celebration of pupils' work
- Safeguarding and promoting the welfare of all pupils
- Implementing, and modelling, high standards of positive behaviour management, including knowledge of a wide range of de-escalation strategies, which respond to student's needs and support their emotional regulation and wellbeing.

Leadership and management

Responsibility for the routine organisation and management of the school in line with the schools' stated purpose, aims and values, management of documents, policies and development plans. This will include operational management of the school on a day-to-day basis and direct line management of class teachers / class teams.

Strategic developments within the Raising Achievement Plan (RAP) and working collaboratively with the senior leadership team to deliver on impactful school improvement.

Have key leadership responsibility for curriculum and teaching, and achievement - with a clear and high-quality oversight of assessment, alongside the monitoring and delivery of systems and cycles to deliver excellent outcomes.

To support and develop the vision and ethos of the academy, with an understanding of key leadership behaviours that have a positive impact on school culture, that is aligned with the values-led approach of the school and The Gallery Trust.

Deputising for the Co-Head Teachers

- Be a member of the Senior Leadership Team, and make a significant contribution to the team's operational and strategic effectiveness
- Represent the leadership team at staff meetings and key events
- Support the leadership of the curriculum delivery and design and teaching across the academy
- Lead by example in a way that motivates all involved with the school to achieve their potential
- Contribute to the vision, self-evaluation and strategic plans for the development of the school

- Contribute to the Raising Achievement Plan, taking responsibility for specific priorities and strategic initiative
- Working collaboratively with colleagues across the Gallery Trust.
- Monitor and contribute to the raising of pupils' standards of achievement and attainment
- Attend and chair meetings including annual reviews
- Be involved in the organisation, planning and delivery of assemblies and events, as and when necessary
- Take responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.
- Foster the development of a positive and supportive ethos for pupils and staff
- Display a high standard of professional behaviour and integrity at all times
- Represent the school at external events
- Carry out other duties as may be reasonably assigned by the Head Teacher
- Deputy designated Safeguarding Lead

Staff Management, Development and Support

- Deliver training and lead staff meetings, which may include Inset days
- Line manage and coach staff in line with the school's performance management and appraisal frameworks
- Act as personnel link for a group of staff, and taking a whole school interest in staff wellbeing and welfare
- Participate in the recruitment and development of teaching and support staff of the school.
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- Support activities that ensure that the ethos of the school enables staff at all levels to embrace learning, in order to improve their own skills

Links with parents, trustees, governors and the wider community

- Encourage full parental participation in the work, life and development of the school and to make sure they are fully informed of their child's progress. To be available to deal with parental concerns and to provide support where possible or refer to other professionals or agencies.
- Provide objective and clear support when required to the governing body in a way that enables it to meet its responsibilities, including attending meetings and preparing reports
- Work in partnership with the Trust, Local Authority, external agencies and other professionals.
- Liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers.
- Have awareness of national initiatives which may be of relevance to the academy e.g. Whole School SEND etc.

Selection Criteria

Orion Academy: Deputy Head Teacher

Key Criteria	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Qualified teacher • Qualified to work and teach in the UK 	<ul style="list-style-type: none"> • Further study and qualification in L&M/education e.g. NPQs
Experience	<ul style="list-style-type: none"> • Successful teaching experience • Experience planning for and teaching pupils with SEND, including writing IEPs and behaviour support plans • Successful development of curriculum area/s • Knowledge of SLCN approaches that support learning and engagement • Effective involvement in school improvement planning and monitoring • Evidence of strategies developed for target setting and monitoring performance in order to raise pupil achievement • Evidence of participation in the development of the curriculum, in particular in relation the National Curriculum / statutory need • Significant pastoral experience • Experience of managing staff within an appraisal framework 	<ul style="list-style-type: none"> • Experience of middle or senior leadership in a school, leading on curriculum and teaching • Experience of organising and coordinating the work of external agencies and professionals • Experience of supporting students with a wide range of medical needs. • Understanding of pupils with complex medical needs. • Experience across KS2 - KS4
Professional knowledge and skills	<ul style="list-style-type: none"> • Knowledge of effective and appropriate teaching and learning activities for pupils with SEND (SEMH / ASD) • Awareness of behavioural analysis tools and systems and the ability to use a range of de-escalation strategies in response to behaviours children are using to communicate their needs. • Awareness of current initiatives, issues and legislation • Knowledge of Safeguarding and Child Protection 	<ul style="list-style-type: none"> • Knowledge and experience of setting, monitoring and evaluating targets at all levels • Strong working knowledge and understanding of the Code of Practice for SEND • Working knowledge and delivery of PACE / UPR
Competence Summary	<ul style="list-style-type: none"> • Excellent classroom practitioner • Experience of leading, motivating, supporting and delegation 	<ul style="list-style-type: none"> • Ability to lead INSET • Ability to contribute effectively to teams

	<ul style="list-style-type: none"> Ability to take a strategic view and prepare strategic plans Ability to communicate effectively both orally and in writing with a wide range of audiences Excellent organisational and time management skills Ability to work under pressure with competing priorities and meeting deadlines High levels of IT literacy 	with a strategic oversight
Personal Requirements	<ul style="list-style-type: none"> Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning Willingness to take an active role in all aspects of school life Demonstrates a high level of integrity and is a role model within the school community Inspirational and proactive style of leadership Committed to providing high standards of education for all pupils Excellent interpersonal and communication skills Commitment to the safeguarding and wellbeing of young people Excellent team worker Flexible, adaptable and versatile Ability to combine routine, day to day tasks with working strategically Positive, non-judgemental attitude 	
Professional Development	<ul style="list-style-type: none"> Evidence of commitment to personal professional development A balanced programme of relevant INSET 	<ul style="list-style-type: none"> Team Teach trained First aid trained Knowledge of leadership styles and experience of using these to lead teams effectively.

Your application should clearly demonstrate how well you meet the above key criteria.