



SEN Administrator- Maternity Cover



**Improving  
Outcomes  
Transforming Lives  
Enabling Social Mobility**

Recruitment Pack



# 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.

*Simon*

# Our Four Critical Questions

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**Why do  
we exist?**

To improve outcomes, transform lives and enable social mobility.

**What do  
we do?**

Trust • Kindness • Endeavour

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

**How do we  
behave?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

**How do we  
succeed?**

# The Orion Backbone

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

## Mission & Values

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

## Quality Assurance

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

## Curriculum

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

## CPD

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

## Behaviour & Routines

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

## Assessment & Feedback

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

## Workload

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

## SEND

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

## Safeguarding & Attendance

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

## Teaching

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

## Performance & Appraisal

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

## Operations

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

## Our Schools

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

### Secondary Schools



11 - 18



11 - 16



11 - 18



11 - 18

### Primary Schools



4 - 11



4 - 7



4 - 11



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. 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 Principal

*Welcome to Orion Spires, where we offer a distinctive small school environment with fantastic facilities. We are justly proud of our reputation as a place where each individual is well known, listened to and encouraged to be the best they can be.*



**Mrs Anna Burden,**  
Principal

Our three core values are Trust, Kindness and Endeavour, and these values underpin all aspects of daily academy life.

I am proud to be the Principal at Orion Spires. Orion Spires is one of a family of schools forming part of the Orion Education Trust, a Trust built on the core values of trust, kindness and endeavour, values which I strongly believe in and values that can help Orion Spires, prepare students for the challenges that will face them in an ever-changing world. The 21st Century will change more rapidly than ever before, and as educators, we need to ensure we provide our students with the skills and knowledge they need to adapt to the unknown and embrace the future.

We believe that Orion Spires makes a difference to the life chances of our students, and we are committed to ensuring that every child leaves school a confident and happy young person who will be equipped and ready to play an active and constructive part in the Community they live.

I want Orion Spires to be the school of choice for our community, a place where children can thrive, feel safe and be happy. I firmly believe every child has a right to a brilliant education, and I will work tirelessly with the support of Orion Education and all the fantastic staff at Orion Spires to ensure we provide this.

We very much look forward to welcoming you to Orion Spires.

*Anna Burden*

# About our School

*Orion Spires offers a distinctive small school environment and is justly proud of its reputation as a place where each individual is well known, listened to and encouraged to be the best they can be.*

At Orion Spires we all work hard to provide a safe and happy environment within which every student can grow and achieve personal, social and academic success.

We believe that Orion Spires makes a difference in the life chances of our students and that we can nurture confident young people who will play an active and constructive part in the community they live.

We are proud of our inclusive approach and strive to ensure that learning is enjoyable and seen as a lifelong process.

**Orion Spires is part of the Orion Education Trust.** The mission of Orion Education is to enhance the lives of children and young people by equipping them with the knowledge, personal skills and qualifications to become highly employable citizens, who can lead communities.

## About The Role

### Pastoral Manager

Based at Orion Spires

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.

We are looking to recruit an SEN Administrator on a fixed term contract, to join our dynamic SEND Team that provides efficient and effective support to the students with SEND requirements. We welcome applications from experienced Administrators.





## Job Description

<b>Job Title</b>	<b>SEN Administrator- Maternity Cover (9 months)</b>
<b>Closing Date</b>	<b>31<sup>st</sup> January 2026</b>
<b>Salary</b>	<b>NJC Scale 3, Point 5-7 £25,872-£26,720 (prorated £11,962- £12,354)</b>
<b>Contract Type</b>	<b>Fixed Term until 31<sup>st</sup> December 2026</b>
<b>Working Hours</b>	<b>20 hours per week, term time plus training days</b>
<b>Location</b>	<b>Orion Spires, Canterbury</b>
<b>Reporting To</b>	<b>Assistant Principal Inclusion</b>

## Job Purpose

To improve outcomes, transform lives and enable social mobility.

- To live the vision and values of the Orion Trust, promoting and safeguarding the welfare of children and young people for who you are responsible and with whom you come into contact.
- To assist and provide full administrative support for the Assistant Principal Inclusion and the SEN department.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

## Key Responsibilities

- To assist the Assistant Principal for Inclusion by providing administrative support.
- To provide administrative support in the monitoring, renewing, parental updates and writing of EHC plans and appendix.
- Ensure that the SEN Register is kept up to date and that staff are informed of students special needs.
- Support the monitoring of the effectiveness of individual education plans.
- Liaise with outside agencies on all administrative matters to ensure that individual student educational needs are met effectively and that the requirements of statements of special educational needs are met fully.
- Provide administrative support at meetings of SEN staff, communicate information to staff and co-ordinate resulting action.
- To liaise with relevant outside agencies to ensure that individual pupil SEND needs are met effectively and that the statutory provisions of EHCP students are met.

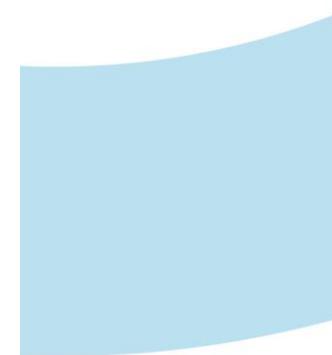
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the Assistant Principal for Inclusion.
- Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.

## Person Specification

### Skills, Capabilities and Experience

Area	Essential	Desirable	Method of assessment
	<p>These are qualities without which the Applicant could not be appointed</p>	<p>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</p>	<p>Application Certification Interview References</p>
Qualifications	<ul style="list-style-type: none"> <li>• Minimum of 2 years in a similar role</li> <li>• Good level of education to at least GSCE standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant CPD</li> </ul>	<p>Application Certification</p>
Skills, knowledge and experience	<ul style="list-style-type: none"> <li>• Experience working in an educational setting.</li> <li>• Good understanding of MS Office.</li> <li>• Previous experience of working with young people with specific learning difficulties/SEND</li> <li>• Experience in a range of Management Information Systems, particularly Arbor.</li> <li>• Well-developed organisational skills.</li> <li>• Good communication skills (written, verbal, face-to-face, telephone).</li> <li>• Planning, prioritising and managing own workload in an environment of conflicting demands.</li> </ul>		<p>Application Interview References</p>

Area	Essential	Desirable	Method of assessment
Character	<ul style="list-style-type: none"><li>Well-developed organisational skills,</li><li>Resilience and 'can do' attitude,</li><li>Able to build effective and positive working relationships,</li><li>Able to work calmly under pressure,</li><li>Good communication skills (written, verbal, face-to-face, telephone),</li><li>Planning, prioritising and managing own workload in an environment of conflicting demands.</li></ul>		Application Interview References



## 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



**Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.**

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