



# **Improving Outcomes Transforming Lives Enabling Social Mobility**

# Welcome from the CEO

*Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2024 than we were four years ago.*



**Simon Garrill**  
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

*Simon*

# Our Four Critical Questions

## Why do we exist?

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

## How do we behave?

## What do we do?

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

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

## How do we succeed?



## Mission & Values

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

## Curriculum

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

## CPD

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

## Workload

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

## Teaching

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

## Behaviour & Routines

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

## SEND

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

## Performance & Appraisal

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

## Operations

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

# The Orion Backbone

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

## Our Schools

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

### Secondary Schools



11 - 18



11 - 16



11 - 18



11 - 18

### Primary Schools



4 - 11



4 - 7



4 - 11



4 - 11

## Candidate Charter

ORION EDUCATION want 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

# Welcome from the Principal

*Welcome to Orion Mead Road, a wonderful school for our youngest of minds. Together we build strong foundations and ignite a love of learning. We are committed to ensuring our whole school community behaves with Kindness, Endeavour and Trust.*



**Ms R De-Graft  
Incoom**  
Executive Principal



**Mrs Ali Stanley**  
Head of School

Our inclusive curriculum ensures all children make accelerated progress and leave us at the end of Year 2 as knowledgeable, thoughtful, confident and unique individuals, ready for their next educational challenge. We look forward to warmly welcoming you to Orion Mead Road.



# About our School

		
Elm Class - Reception	Willow - Year 1	Oak - Year 2



A personalised experience for every child, where individual talents and abilities are nurtured and enhanced by our specialist, experienced staff.



Our core creative curriculum empowers pupils to be inquisitive, creative and passionate about learning and the world around them.



We provide enrichment opportunities to help raise aspirations, develop passions and create memorable experiences.



Our spacious, beautiful grounds allow us to embed quality outdoor learning opportunities into our curriculum.



A safe and happy learning environment, which recognises and actively promotes children's emotional wellbeing, happiness and social development.



A thriving school at the heart of the community, working in close partnership with our parents and local schools to ensure the success of our children and support their continued learning journey through our unique transition programme.



## About The Role

### Extended Day Support Assistant

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds.

We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all of our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all of our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative and we seek to create consistency and quality throughout. Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

#### About the role

The purpose of this post is to assist in supervising and supporting pupils during our extended day provision within a small, yet supportive infant school. You will help to provide a secure, nurturing, and engaging environment that fosters positive behaviour and supports pupils' overall well-being. You will be required to work Monday – Thursday 3.30pm – 6.00pm term time only.





## Job Description

<b>Job Title</b>	Extended Day Support Assistant
<b>Closing Date</b>	25 January 2026 at Midday
<b>Salary</b>	NJC 1 point 2: £6,554.95 (Actual Salary)
<b>Contract Type</b>	<b>1 Year Fixed Term contract</b>
<b>Working Hours</b>	Part time, 10 hours per week, 38 weeks a year, Monday – Thursday 3.30pm – 6.00pm
<b>Location</b>	Orion Mead Road, Chislehurst, BR7 6AD
<b>Reporting To</b>	Head of School

## Job Purpose

### Supervision & Care

- Supervise pupils during activities, snack times, and transitions.
- Ensure health, safety, and safeguarding procedures are followed at all times.
- Administer basic first aid and record incidents as required.

### Activity Support

- Help organise and lead age-appropriate activities (arts, crafts, games).
- Encourage cooperation, positive interaction, and inclusion among pupils.

### Behaviour Management

- Uphold the school's behaviour policy, using praise and positive reinforcement.
- Address inappropriate behaviour calmly and consistently.

### Operational Duties

- Assist with setting up and clearing away resources and refreshments.
- Maintain accurate attendance registers and records.

### Communication

- Build positive relationships with pupils, parents, and staff.
- Report concerns regarding pupil welfare or safety to the designated safeguarding lead.

### **NOTE:**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



## Personal Specification

### Skills, Capabilities and Experience

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"><li>• Good general qualifications at least to GCSE (or equivalent)</li><li>• Excellent communication skills, both verbal and written.</li></ul>	<ul style="list-style-type: none"><li>• First Aid Qualification</li></ul>
Experience	<ul style="list-style-type: none"><li>• Worked successfully and co-operatively as a member of a team;</li><li>• Ability to manage groups of children effectively.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of play-based learning and child development.</li></ul>
Professional Values	<ul style="list-style-type: none"><li>• Establish and maintain good professional relationships with pupils, parents and colleagues;</li><li>• Demonstrate a team-centred approach to work;</li><li>• Promote the school's vision and values;</li><li>• positively.</li></ul>	
Knowledge and Understanding	<ul style="list-style-type: none"><li>• Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion.</li></ul>	
Skills	<ul style="list-style-type: none"><li>• Establish and develop appropriate relationships with all stakeholders;</li><li>• Have excellent time management;</li><li>• Take initiative.</li></ul>	
Personal Skills	<ul style="list-style-type: none"><li>• Be calm and patient;</li><li>• Be organised and resourceful;</li><li>• Be discreet, tactful and understand the need for confidentiality;</li><li>• Be committed to the best possible outcomes for pupils, the team and the school;</li><li>• Be smart of appearance.</li></ul>	





Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All 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**

Head

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

