



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 2025 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 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



**Orion
Ravensbourne**

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 Principal

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.



Janina Aitken
Principal

Thank you for your interest in joining Orion Coopers.

It is a privilege to lead our school at an exciting point in its journey. We are ambitious about what Orion Coopers can become and, most importantly, about what every young person who walks through our doors can achieve.

At Orion Coopers, we believe that background must never determine destiny. Our responsibility is to provide every pupil with an excellent education, the highest expectations and the opportunities they need to thrive both academically and personally. We are building a culture where pupils feel known, valued and supported, while being challenged to achieve their very best.

Our values of **Trust, Kindness and Endeavour** sit at the heart of our community. They shape the way we work with our pupils, our families and one another. We are committed to creating a calm, purposeful and ambitious school where excellent behaviour, strong relationships and high-quality teaching provide the foundations for success.

This is an important period of development for Orion Coopers. We have a clear ambition for continuous improvement and are strengthening our culture, raising expectations and ensuring greater consistency across the academy. Achieving this requires talented people who care deeply about young people, believe in the power of education and are prepared to contribute fully to the life of our school.

In return, you will join a supportive and ambitious community where professional development matters, collaboration is valued and colleagues are encouraged to keep learning and improving. Whatever your role, you will be part of something bigger: a collective endeavour to improve the lives and futures of the young people we serve.

If you share our ambition, our high expectations and our belief in what young people can achieve, I hope you will consider joining us for the next chapter of Orion Coopers.

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.

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 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 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 programmes and our approach to school improvement provide quality and rigour while creating a depth of experience and learning for our staff.

About the Role

We are seeking an enthusiastic and dedicated Librarian to lead the development and day-to-day management of our school library at **Orion Coopers**. This is a fantastic opportunity to play a key role in supporting students' learning, literacy, and personal development within a vibrant and inclusive school community.

As **Librarian**, you will create and maintain a welcoming, well-organised, and purposeful learning environment that promotes a culture of reading for pleasure and supports academic success. You will manage library resources, oversee library systems, and support students in developing independent research and digital literacy skills.

Working closely with teaching and support staff, you will contribute to reading intervention programmes, including the use of Accelerated Reader (training provided), and provide targeted support to students both individually and in small groups. You will also support the school's wider literacy strategy, helping to remove barriers to learning and foster positive study habits.

This role offers the opportunity to build meaningful partnerships across the school and with external organisations, ensuring the library remains central to student learning, wellbeing, and engagement. The successful candidate will bring energy, organisation, and a passion for supporting young people to thrive.

Job Description

Job Title	Librarian
Salary	NJC Scale 1 Points 3 (FTE £29,561 per annum, actual salary £28,095 per annum)
Contract Type	Permanent
Working Hours	40 hours a week, 39 weeks per year (term time only)
Location	Orion Coopers, Mansion House, Hawkwood Lane, Chislehurst, BR7 5PS
Reporting To	Assistant Director of English

Job Purpose

As the School Librarian at Orion Coopers, you will lead the development and management of the library to enhance learning, promote a culture of reading for pleasure, and support students in developing independent research and digital literacy skills. You will oversee library services, manage budgets, and coordinate reading intervention programmes, including supporting students with the Accelerated Reader platform (training provided). The role also involves fostering partnerships both within and outside the school to enrich the library's contribution to the school's overall reading strategy.

Key Responsibilities

Library Stock

- Cataloguing and processing of new material into the library collection so that it is ready for shelving and maintain appropriate stock registers for books.
- Shelving stock and keeping the library in good order.
- Managing the issuing and returning of the library's stock, keeping track of loans and chasing those that are overdue, and ensuring that accurate records are always kept.
- To become familiar with all new resources and equipment bought into the library so that help and assistance can be given.
- Act as responsible budget holder for the planning and management of library resources.
- Monitor, evaluate, review and revise the resources and services provided by the library.

Resources and Management

- To arrange for the repair of school equipment used in the library and withdraw stock as and when required under the discretion of the Headteacher.
- To assist in setting up the library area for meetings and classes as and when required.
- Liaise with School Office Manager and appropriate staff to meet equipment needs requests for whole school activities such as assemblies, meetings and productions.
- To organise and publicise a range of events to promote the value of reading throughout the whole school community.

Leadership

- Assist with the recruitment, selection and training of additional staff helpers in the library area.
- Lead and manage any other staff allocated to the library.
- Plan and implement a library development plan in partnership with the Director and Assistant Director of English and report on this to the Governors and SLT.
- To work with the ICT Technician on joint projects and activities. · Participate in Primary/Secondary school transition activities.
- To facilitate the Accelerated Reader lessons.
- To use the AR data to inform staff about progress in Literacy.
- To assist the Whole School Literacy Coordinator in the running of Literacy Interventions
- Develop a culture of reading through regular fun competitions and activities between self, tutor groups and communities.

Curriculum

- Providing support for library users and helping them find the right materials and resources. Taking whole classes.
- To provide support to Sixth Form staff and students regarding research methods, how to use formal citations for reference and general support of the curriculum
- Encouraging staff and students to use the library through providing support for a range of library-based activities and promotions.
- To facilitate the implementation and day to day running of the Accelerated Reader Programme (ARP).
- To facilitate weekly library sessions for KS3 students, provide guidance and assistance to pupils on choosing books and accessing the Accelerated Reader Programme.
- To assist with tasks arising because of school projects such as Book Week, Open Evening, Student Inductions and transition days.
- Keep parents informed on a termly basis of their child's reading development. Liaise with individual parents about specific concerns for students & provide strategies for intervention including 1:1 reading. Students

Supervision of students using the library.

- Develop and work with a team of student librarians, supervising their work. · Train and support 6th form students to deliver a one-to-one support program to KS3 students.
- Support Duke of Edinburgh by providing volunteering opportunities in the library.

General Responsibilities

- Promote the School's values and ethos in accordance with the School's Professional Code
- Identify personal training needs with line manager and work actively to develop professional expertise by participating in ongoing professional development.
- Support the professional development of colleagues.
- To ensure that personal knowledge base is in always keeping with the school's needs, to undertake all duties with due regard for health and safety regulations.
- Understand and comply with the school's safeguarding policy and procedures.
- Comply with all other School policies.

- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.
- Prepare relevant reports for specific audiences

Person Specification

Skills, Capabilities and Experience

- Proven high level of organisation skills.
- Self-motivated and able to work under own direction.
- Proactive and imaginative in approach to provision and promotion of library/resource centre services.
- Ability to communicate effectively with
- Experience of working in a library preferably in a school or college environment.
- Experience of working with young people and meeting their needs and requirements.
- Knowledge of the principles and practice of librarianship as acquired through professional qualification or knowledge and awareness of current developments library/resource centre management
- Awareness of school curriculum
- Remain calm when under pressure.
- Skills and confidence to be able to instruct groups of young people.
- Able to work in a changing environment, to be open to new ideas.
- Knowledge and love of children's literature.
- Experience of utilising ICT and skills to access and retrieve information.

Qualifications

- Good general level of education including literacy/numeracy skills. GCSE (or equivalent) English and Maths.

As part of ORION EDUCATION, you are responsible for

Quality Assurance

- To help to implement academy quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed academy procedures, including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To review from time-to-time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy

Communications

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with people or bodies outside the academy
- To follow agreed policies for communications in the academy

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

*We reserve the right to this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

We look forward to hearing from you.

Orion Education

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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 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.

