Orion Education

Cover Supervisor



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 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.



Orion Education

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

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.

How do we succeed?

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

Orion Education

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 under-take 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.

Orion Education

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

Orion Education

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

Orion Education

Your Wellbeing at Orion Education

We know that, to achieve our vison, 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

Orion Education

About The Role

Cover Supervisor

At Orion Ravensbourne School, we are proud to be a thriving, ambitious and inclusive school community where students are encouraged to achieve their very best. As part of Orion Education, a values-led Trust built on Trust, Kindness and Endeavour, we are committed to providing outstanding opportunities for both our students and staff.

We are seeking an enthusiastic, reliable and proactive Cover Supervisor to play a key role in maintaining continuity of learning when teachers are absent. This is an ideal opportunity for someone considering a future career in teaching, education, youth work, or for an experienced professional looking to work in a dynamic secondary school environment.

As a Cover Supervisor, you will supervise classes undertaking pre-planned work, maintain positive learning environments, uphold high expectations of behaviour, and support students in achieving their potential.

This is a rewarding role for someone who enjoys working with young people and wants to be part of a school that is rapidly moving forward.





Orion Education

Job Description

Job Title	Cover Supervisor
Closing Date	18 November 2026 11:59 PM
Salary	NJC Scale 3, Points 5-7 (FTE £30,405 - £31,284 per annum) (Actual Salary: £28,897 - £31,284 per annum), Starting at Point 5
Contract Type	Full Time, Permanent
Working Pattern	40 hours per week, 39 weeks per year (term-time only)
Working Hours	7:30 AM – 4:30 PM, Monday to Friday
Location	Orion Ravensbourne School, Hayes Lane, Bromley BR2 9EH
Reporting To	Cover Manager

Job Purpose

- Improve outcomes, transform lives, and enable social mobility for all students.
- Support students' academic, personal, and social development as a teacher and form tutor.
- Deliver engaging learning experiences that enable students to achieve their individual potential.
- Contribute to raising standards of attainment and achievement across the academy.
- Uphold and promote the vision, values, and ethos of Orion Education.

Key Responsibilities

Main Duties and Responsibilities	Details
	• To live the vison and values • Supervise work that has been set by the teacher. • Manage the behaviour of students whilst they are undertaking this work. • To ensure that, as best as is possible, learning objectives set by the teacher are achieved. • Respond to any questions from students about process and procedures. • Deal with any immediate problems or emergencies according to the school's policies and procedures. • Collect completed work after the lesson and pass to the appropriate teacher.

- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher.
- To ensure inclusion and acceptance of all students in the class in order to promote equal opportunities.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professional, in liaison with the appropriate school staff, to support achievement and progress of students.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Assist in the supervision, training, and development of staff
- Supervise students on visits, trips and out of school activities as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated.
- To assist with exam invigilation if required.
- To be involved in training/INSET activities as identified at annual review.
- To undertake any additional duties as requested by Line Manager or SLT
- be a qualified first aider and administer as necessary
- Support with extracurricular activities e.g. Sports Clubs

As part of ORION EDUCATION, you are responsible for:

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Trust's Safeguarding/Child Protection policies
- To be aware of and comply with all 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
- To adhere to the Trust's Dress Code
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate

Person Specification

Skills, Capabilities and Experience

Area	Essential	Desirable	Method of Assessment
Qualifications	Good standard of education including GCSE Grade C/4 or above in English and Mathematics (or equivalent).	Degree-level qualification or relevant Level 3 qualification.	Application Form, Certificates
Experience	• Experience of working with young people in an educational, community or similar setting. • Experience of supervising groups of students. • Experience of working constructively within a team • Experience of communicating effectively with parents/carers.	• Minimum 3 years' experience working in a school or educational establishment. • Experience as a Cover Supervisor. • Experience of supporting behaviour management	Application Form, Interview
Knowledge & Skills	• Good literacy and numeracy skills. • Sound knowledge of Microsoft Office applications including Word, Excel, Outlook and Teams. • Good communication and interpersonal skills. • Ability to build positive relationships with students, staff and parents/carers. • Full working knowledge of relevant school policies and codes of practice.	• Knowledge of Arbor MIS. Knowledge of restorative approaches to behaviour management. • Knowledge of SEND, EAL and inclusion strategies.	Interview, Task

Area	Essential	Desirable	Method of Assessment
	• Ability to manage classroom behaviour effectively and maintain a positive learning environment. • Strong organisational skills and attention to detail.		
Character	• Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to equality, diversity and inclusion. • Professional, reliable and punctual. • Flexible and adaptable approach to work. • Commitment to personal and professional development. • Enthusiastic and motivated with a genuine interest in supporting young people.		Interview References

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
Mansion House, Orion Coopers
Hawkwood Lane, Chislehurst
Kent, BR7 5PS

020 8290 8505
info@orionedu.org.uk

Orion Eden Park

Orion Spires

Orion Coopers

Orion Ravensbourne

Orion Blenheim

Orion Mead Road

Orion Ravensworth

Orion Scotts Park

Orion Education