Orion Education

Director of HR

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 2026 than we were five 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 Trust. 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.

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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.

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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.

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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

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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

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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.

Annual Leave

Staff who work all year round are entitled to 27 days annual leave plus Bank/Public holidays and three concessionary days when the office is closed between Christmas and New Year.

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

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About The Role

Director of HR

At Orion Education, people are at the heart of everything we do. We are seeking an exceptional Director of HR to join our Extended Leadership Team and lead a Trust-wide strategy to attract, retain, and develop the very best staff.

This is a pivotal role, with responsibility for developing and embedding our new people plan, drawing on our priorities of:

- Attracting and recruiting great people
- Growing talent and leadership
- Staff wellbeing, engagement, and retention
- Building an inclusive, values-led culture
- Organisational capability and workforce planning

You will also be accountable for delivering a high-quality HR service, employee relations, reward and recognition, and organisational design — ensuring Orion is a resilient, forward-looking Trust.

This is a fantastic opportunity to contribute directly to the success of our schools and make a meaningful impact on the experience of our employees.

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Job Description

Job Title	Director of HR
Closing Date	09:00 Wednesday 14th October 2026
Salary	£85,000 starting salary, negotiable
Contract Type	Permanent
Working Hours	Full Time – 36 hours per week
Location	Mansion House, Hawkwood Lane Chislehurst Kent BR7 5PS (with travel)
Reporting To	Chief Finance and Operating Officer

Job Purpose

The Director of HR is a key member of our Extended Leadership Team, responsible for leading the design and delivery of a comprehensive people strategy across the Trust.
This role spans the full employee lifecycle — from recruitment and induction through to leadership development, reward and recognition, employee relations, and retention. The postholder will ensure that Orion is an **employer of choice**, embedding our values of **Trust, Kindness, and Endeavour** in all aspects of people practice, and enabling every colleague to contribute to our mission of *improving outcomes, transforming lives, and enabling social mobility*.

Key Responsibilities

Strategic Leadership & Organisational Design

- Lead the development and implementation of Orion's People Strategy, aligned to Strategic Plan 2030
- Act as a strategic advisor to the CEO, Executive Team, and Board on workforce planning, organisational culture, and staff experience.
- Lead on organisational design and change initiatives, ensuring staff voice, wellbeing, and inclusion are at the centre of transformation.
- Foster a high-performance culture where accountability, collaboration, and innovation thrive.

Talent, Leadership & Workforce Development

- Oversee talent identification, succession planning, and leadership pipeline development across all levels.
- Support on development programmes, ensuring progression routes for teachers and support staff.
- Ensure equitable access to CPD and leadership development for all colleagues.
- Establish robust career pathways to support retention and progression.

Employee Experience, Reward & Recognition
Develop and maintain a compelling **employee value proposition (EVP)** to promote Orion as an employer of choice.

- Oversee pay and reward strategies, recognition programmes, and benefits packages.
- Regularly review the market to ensure Orion's offer is competitive, fair, and attractive.
- Ensure annual induction and onboarding processes embed Orion's values from the outset.

HR/Payroll Service Delivery & Operations

- Lead the HR /Payroll function, ensuring consistent, compliant, and efficient service across all academies and central services.
- Oversee HR/Payroll systems and workforce data reporting, ensuring accuracy and alignment with school improvement priorities.
- Drive continuous improvement and innovation in HR processes, including digital transformation and automation where possible.
- Ensure safeguarding and employment law compliance in all HR activities.
- Lead the Trust's response to changes arising from the Employment Rights Act, ensuring policies, processes and people practices remain compliant and that required changes are implemented consistently across all academies.

Industrial Relations & Employee Relations

- Provide leadership on all aspects of employee relations, ensuring fair, consistent, and legally compliant practice.
- Oversee complex casework including disciplinary, grievance, performance, and capability processes.
- Lead on TUPE, restructures, and workforce change programmes.
- Build and sustain constructive relationships with recognised trade unions and staff associations.

Wellbeing, Engagement & Inclusion

- Lead Trust-wide wellbeing, workload reduction, and engagement initiatives, informed by staff survey feedback.
- Champion Orion's values and embed them in policies, systems, and behaviours.
- Deliver EDI strategy, ensuring recruitment, progression, and culture reflect equity and belonging.
- Act on staff voice through mechanisms such as "You Said, We Did" reporting and CEO listening forums.

Key Measures of Success

- Improved recruitment and retention rates versus national benchmarks.
- Increased staff survey scores for leadership trust, workload, wellbeing, and professional support.
- Successful internal promotions and strengthened leadership pipeline.
- Positive industrial relations with unions and staff bodies.

Person Specification

Skills, Capabilities and Experience

Essential

- Senior HR/People leadership experience at executive or director level in a complex, multi-site organisation.
- Proven record of delivering whole-organisation people strategies covering recruitment, reward, leadership development, and retention.
- Extensive experience of employee relations, including TUPE, restructures, and trade union engagement.
- Strong track record in organisational design, change management, and cultural transformation.
- In-depth knowledge of UK employment law, HR best practice, and safeguarding in education.
- Experience of leading high-performing HR teams and delivering operational excellence.
- Excellent communication, influencing, and relationship-building skills at all levels.

Desirable

- Experience in the education sector or wider public service.
- CIPD Level 7 or equivalent senior professional qualification.
- Knowledge of HR systems, data analytics, and emerging HR technologies.
- Clear alignment with Orion's mission and values of **Trust, Kindness, Endeavour**.

Please note that this is an outline of the general duties and is not intended to be exhaustive.

How to Apply

This is an exciting opportunity to work at the very heart of Orion Education.

For further details, please visit: https://orionedu.our-careers.co.uk. To arrange a confidential conversation about the role, please contact our recruitment partners at Peridot Partners:

Kellie Gordon - Mobile | 07506 742 056
Email | kellie@peridotpartners.co.uk

Eddie Caviezel Cox – Mobile | 07951 920 768
Email | eddiec@peridotpartners.co.uk

Applications should be submitted through: https://www.peridotpartners.co.uk/jobs/director-of-hr-orion-education/

Closing date: 9 a.m. Wednesday 14th October 2026
Interviews: Week commencing Monday 26th October 2026

Orion Education

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

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

The Ravensbourne School

Orion Blenheim

Orion Mead Road

Orion Ravensbourne

Orion Scotts Park

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