



Appointment of

Director of Sport and Fitness

Required for September 2022



The School

Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. There are more than 1200 students in the School ranging in age from 7 to 18. BMS enjoys a reputation both locally and regionally for excellence in Sport and Performance Arts and our school community is friendly, happy and supportive.

The School is located on the outskirts of Bedford, a town recognised as one of the best places to live in the East of England by the Sunday Times. It is also well served by major road links and London St Pancras is only a 37-minute journey away by train. With commanding views of the Bedfordshire countryside, the facilities are excellent: a separate Junior School, dedicated Sixth Form and new purpose-built Science Centre, with faculties clustered throughout the School. Extensive and impressive sports facilities include a newly-resurfaced astros, netball courts, a fully equipped gym and indoor sports hall, a boathouse on the banks of the nearby River Great Ouse, a number of rugby, football and cricket pitches and a swimming pool on site.



We offer a premium education appropriate to both boys and girls where the intellectual needs of each student are a priority. The wide and varied curriculum is responsive to the needs of both students and parents. Individuals are assessed at entry and those with particular strengths or learning needs are identified and monitored. Students are encouraged to maximize their academic potential whilst optimising their participation in our diverse and inclusive co-curricular programme. Pastoral care is integral to the success of BMS and all staff are expected to contribute to this supportive culture.

Please visit our website: www.bedmod.co.uk for further information on the School.

Sport at Bedford Modern School

Sport has always been at the heart of life here from the very early days of the School's history some 250 years ago. We have produced current and past national champions in many different sports from English rugby legend Dickie Jeeps CBE; Olympic rowing gold medallist Tim Foster MBE, and more recently Paralympian athlete Julie Rogers.



Today we very much foster an inclusive approach to participation and encourage all students to develop a love for exercise and good health. We also encourage sporting excellence at both individual and team level from our very youngest students to those in our sixth form and run as many teams as possible at different levels in a wide variety of sports. In the Games curriculum sports include rugby, hockey, football, cricket, rowing, swimming, athletics and netball. In PE we currently offer a carousel of activities including tennis, basketball, strength and conditioning and water polo to name but a few. Co-curricular opportunities extend the choice still wider with activities such as squash, fives, yoga and table tennis on offer.

It is also an exciting time for sports development. We recently introduced girls' cricket to the curriculum which is now well established and we were delighted to have been chosen in the past by the FA to host the launch of Girls' Football Week, welcoming England defender Laura Bassett as guest of honour.

Our plans to improve the sports facilities still further are ambitious and we hope to raise funds to enhance provision in the future. We are also working increasingly our partnerships with local and regional sports clubs and organisations to explore ways in which we can benefit community groups and local schools. We are fortunate in having a very loyal body of Alumni, known as Old Bedford Modernians (OBMs), and many of them come back to BMS regularly to take part in annual sporting events; a successful programme which we plan to expand.



The Role

The Director of Sport and Fitness takes overall responsibility for the full range of sport provision in the Senior School and Junior School at BMS and will lead a large team of physical education teachers, sports coaches and other teaching staff. He or she will be committed to providing quality sporting opportunities and experiences for all students, developing participation and excellence, ensuring all students develop their physical literacy and a lifelong enthusiasm for sport.

The Director of Sport and Fitness will be responsible for the vision, strategic direction and management of sport, thereby maintaining the continuous development of the sporting culture at BMS. The successful candidate will have strong interpersonal skills and be a good motivator of students and colleagues. He or she will have excellent organisational skills and the ability to communicate clearly with all members of the extensive BMS community.



Key Responsibilities

Leadership and Management:

- Develop a clear strategic plan and vision for sport at Bedford Modern School, in collaboration with the Sports Management Team, Heads of Sport and Headmaster and attend Senior Leadership meetings as required
- Provide inspirational and dynamic leadership to build an effective team of teachers and coaches, overseeing the provision of high quality coaching
- Assist in the appointment process for new members of staff within the faculty and ensure that the recruitment and training of all coaches is fully compliant with safeguarding requirements
- Provide an appropriate induction programme for new staff, particularly regarding health and safety, safeguarding and procedures for accidents and injuries
- Implement a programme of staff development including courses, workshops and INSET days
- Oversee our Sports Performance Programme for high performing athletes
- Lead whole-school sports events and functions, as appropriate
- Meet with current students and parents and deal with sport-related disciplinary and other issues.

Development:

- Develop sport at BMS ensuring a successful and effective sports education, striving both internally and externally, to raise its profile. Work closely with feeder schools and the local community to identify opportunities and attract students to BMS.
- Plan sustained improvement in the quality of teaching and learning in all aspects of sport
- Establish and manage systems for monitoring and evaluating the progress of sport at BMS
- Implement strategies to extend and enrich co-curricular sporting activities
- Liaise across the School to ensure a varied and successful curricular programme is available to all pupils
- Develop strategies involving community development and partnership with relevant local and national organisations.





Teaching:

- Teach Physical Education and Games, including academic PE
- Manage, officiate and coach sports teams, midweek, weekends and during holiday periods as required for example sports tours and pre-season events
- Carry out the role of form tutor.

Planning and Administration:

- Manage, along with the Heads of Sport, a competitive and balanced fixture programme
- Ensure all pre-season arrangements are made for all major sports
- Liaise in good time with other faculties and staff to avoid clashes with sports events
- Manage kit list for students and staff, ensuring that they are appropriately dressed at all times
- Establish and maintain a system to monitor attendance at Games and PE
- Co-ordinate and oversee sports tours
- Ensure that the school's sports equipment is maintained and ordered
- Have oversight for all fixtures to ensure the smooth operation of match days
- Produce and maintain the Sports Handbook to include policies and department procedures
- Liaise with the Head of House in the organisation of house sports events
- Attend forward planning meetings.

Marketing and Admissions:

- Liaise with the School's External Relations Department to celebrate the school's sporting success locally and nationally
- Oversee development and maintenance of the faculty web pages and promote sport through social media in line with the School's social media guidelines
- Support the admissions team in the delivery of taster days for prospective pupils
- Lead the faculty in delivering an outstanding experience for visitors on Open Day and other open events including Taster Days
- Meet with prospective students/parents regarding sport and the opportunities it offers.



Health and Safety:

- Keep up to date with legislation, guidance and updates to rules and best practice
- Ensure that risk assessments are up to date and regularly reviewed
- Communicate all relevant aspects of Health and Safety to sports staff, ensuring procedures are followed by all staff involved in coaching and sporting activities
- Liaise closely with the Nurses Department in matters relating to injuries and accidents
- Attend Health and Safety committee meetings.

Finance and Facilities:

- Take overall responsibility for the sports' budgets including equipment, coaches, transport, facilities and catering
- Liaise with the Estates Manager, Head Groundsman and Director of Operations for the preparation and use of indoor and outdoor facilities during term time and holidays
- Have oversight of match days to ensure that they are professionally run.

Supplementary:

- Foster and maintain links with local clubs, universities and national bodies to provide access to elite coaching and training opportunities
- Ensure fair team selection and promote good sportsmanship and conduct across all aspects of school sport
- Maintain the highest standards of behaviour and dress from pupils at fixtures and games practices
- Work with external clubs and coaches to support the growing number of individual pupils who are playing representative sport
- Undertake duties as appropriate and where applicable as directed by the Headmaster.



Person Specification

	Essential	Desirable
Qualifications		
An undergraduate degree (2:2 or above) in an appropriate subject	Y	
Qualified Teacher Status		Y
Postgraduate qualifications		Y
Minimum Level 3 sports coaching qualification		Y
Experience		
Wide experience of instructing on major youth sports programmes, in an educational establishment or high profile sporting environment	Y	
Line managed members of staff	Y	
To have taught academic PE at GCSE and/or GCE level		Y
To have taught curriculum PE		Y
To have coached or played sport to a high level		Y
Knowledge and Skills		
Knowledge of child safeguarding principles	Y	
Knowledge in one or more of our main team sports of Rugby Union, Hockey, Association Football, Netball or Cricket, sufficient to coach at 1st Team Level (Under 18)	Y	
Use of ICT in teaching and learning		Y
Working knowledge of the current assessment demands of exam boards		Y
Leadership skills demonstrating initiative, vision and the ability to drive through change	Y	
Excellent oral and written communication skills	Y	
Good listening and conflict resolution skills	Y	
High levels of management ability	Y	
Vision and the ability to plan strategically	Y	
Problem solving	Y	
Appraisal of staff	Y	
Ability to work collaboratively	Y	
Administrative, organisational and ICT skills	Y	
The ability to work under pressure, prioritise and meet deadlines	Y	
A positive attitude towards children and young people	Y	
The ability to motivate children to be the best that they can be	Y	
Awareness of HR policies and procedures		Y
An enthusiasm and ability to teach across the full range of our students		Y
Personal competencies and qualities		
High professional standards	Y	
The desire to undertake continuous professional development (CPD)	Y	
Resilience	Y	
Patience	Y	
Positive, enthusiastic, energetic, flexible with a 'can do' attitude	Y	
Approachable, open and honest	Y	
Dedicated, conscientious and hardworking	Y	
Ability to adapt to changing situations	Y	
A sense of humour and a genuine interest in delivering positive outcomes for young people	Y	

Benefits

At Bedford Modern School we are keen for teaching staff not just to contribute to the life of the School itself, but also to benefit professionally and develop as teachers in their time working here. The aim is that they leave with new skills and ideas that they have developed through working at BMS. A generous INSET budget allows staff to attend courses both directly relevant to their subject and also to develop more widely both professionally and personally. There are many opportunities for internal progression within academic, pastoral and co- curricular spheres. Staff are also encouraged to participate in working groups to review and develop current school policy and practice whilst also sharing good practice both within and outside school.

- 35 term time weeks with generous holidays.
- Competitive salary range which is above the national teachers' pay scales.
- Option to be part of a medical insurance scheme and automatic enrolment in the Teachers' Pension Scheme or Stakeholder Pension Scheme as appropriate.
- Significant fee remission (subject to usual entrance requirements).
- Robust performance management scheme and CPD opportunities.
- Free lunches during term time.
- Free on-site parking.
- Subject to availability, affordable part-furnished, single occupancy apartments for staff at Harpur House. (Further details can be obtained from the HR Department or at interview).

Appointment Process and How to Apply

To apply for the role of Director of Sport and Fitness please visit our online portal [here](#). Please note that CVs are not accepted.

We are working with Independent Coach Education on this appointment. Potential applicants can arrange a preliminary discussion with Daniel Scargill, who can be contacted on dan@independentcoacheducation.co.uk or can contact Andy Whomsley, Senior Deputy Head directly at the School.

If you require any addition information, please contact the Human Resources Department on hr@bedmod.co.uk or 01234 332660.

Closing date: 9.00am on Monday 21 February 2022

First round interviews: Thursday 17 March 2022

Date of Second interviews: To be confirmed following first round interviews

The Harpur Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.





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Bedford Modern School is part of the Harpur Trust

