



Appointment of

# Head of Junior School



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# Executive Summary

Bedford Modern Junior School is a thriving co-educational independent day school for 250 boys and girls aged seven to 11. Part of Bedford Modern School (BMS), the Junior School occupies a purpose-built site situated at the edge of a 40-acre wooded setting with spectacular views over Bedford. The School provides a caring and supportive environment where children enjoy excellent, enthusiastic teaching in first class surroundings. Part of the Harpur Trust, one of the UK's largest charities, BMS blends a rich heritage with a 21<sup>st</sup> century educational experience which inspires young minds and develops well-rounded individuals able to make a meaningful contribution to society.

Following the announcement that the Head, Mrs Joanna Rex, will retire from teaching after 30 years of exceptional service to the School, we seek an outstanding leader – for January 2023 – to build on a strong platform of success and deliver an innovative educational vision for the future of the Junior School.

Collaborative, creative and dynamic, our new Head will inspire pupils, parents and staff to achieve the highest standards of educational and pastoral excellence. They will combine an evidenced track record of successful senior leadership experience, developed in the independent or state sector, with effective management skills and the capacity to work collegially as part of a wider organisation. A genuine resonance with our distinctive ethos is essential, as is a proactive willingness to embrace the many benefits of being part of the Harpur Trust.





# About Bedford Modern School

Bedford Modern School is an independent co-educational day school, governed by the Harpur Trust. There are more than 1,280 pupils in the School ranging in age from seven to 18. BMS enjoys a reputation both locally and regionally for excellence in Sport and Performance Arts including Music.

Combining a 250-year-old tradition with a modern outlook, BMS is an unpretentious, tolerant community. The School provides an outstanding all-round education in which all students benefit from a broad, flexible and relevant curriculum. This is delivered by committed, forward-thinking teachers who inspire and challenge the students to develop a love of learning, sense of curiosity and ability to think independently. They are encouraged to access an extensive co-curricular programme with the focus on participation and fun as well as excellence.



BMS has four aims: to inspire, engage, encourage and cultivate, and to provide a clear sense of purpose to drive the delivery of our mission. The School also has seven values which shapes the school and everything it does. These are:

- Kindness
- Resilience
- Independence
- Respect
- Responsibility
- Integrity
- Ambition



# About Bedford Modern School

In a typical year, we have around 250 students in the Junior School spanning Years 3 to 6. It is a friendly, happy and nurturing environment in which children thrive. The Junior School is purpose-built and situated at the edge of a 40-acre wooded site with spectacular views over Bedford and beyond. It includes light and airy classrooms alongside specialist rooms for Art, Design and Technology (DT), Science, Music and ICT. A refurbished library is a valuable resource, and the striking Christopher Fry Hall offers a large, bright and flexible performance space. The youngest students benefit from a specially designated Year 3 suite of classrooms and their own playground. The vast majority of children who join us in the Junior School move on to the Senior School and stay with us until the end of their A Level years.

Individuals are assessed at entry and those with particular strengths or learning needs are identified and monitored. Students are supported by a close-knit pastoral system that guides them through the important formative years. Students leave BMS with the emotional intelligence and self-awareness that allows them to flourish.

The School is located on the outskirts of Bedford which is well served by major road links. London St Pancras is only a 40-minute journey away by train. The facilities here are excellent and include dedicated Sixth Form areas and a purpose-built Science Centre, with faculties clustered throughout the School. Extensive and impressive sports facilities include 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.



# About The Harpur Trust

BMS is part of the Harpur Trust. The Trust educates more than 3,500 students from Bedford and its environs. The Trust owns, manages and supports four independent schools:

- Bedford Modern School (co-educational, day school, 7-18)
- Bedford School (a boarding and day school for boys, 7-18)
- Bedford Girls' School (a day school for girls, 7-18)
- Pilgrims Preparatory School (a co-educational nursery and prep school, 3 months to 7 years)

The Trust is also a proud sponsor of the HEART Academies Trust, a multi-academy trust which opened in 2017 and comprises Bedford Academy, Cauldwell Primary, Shackleton Primary and Shortstown Primary.

Consistent with the transformational aims and aspirations of its founder, the Trust is also responsible for:

- providing housing for older people, a provision which the Trust has made for over 250 years;
- widening access to its schools through the Harpur Trust Bursary Scheme;
- investing in a number of socially responsible initiatives; and
- running a small number of projects and events each year in order to engage directly with everyone in the Bedford Borough.

It will be essential that the next Head of Bedford Modern Junior School is a collaborative and collegiate leader who will engage positively with the Trust.



# Leadership Structure

The Head of Junior School is responsible for the management of the Junior School including staffing, resources, budget planning, premises and health and safety management.

The Head of the Junior School will sit on the whole School Senior Leadership Team and will report directly to Alex Tate, Head of BMS. The Senior Leadership Team, which meets weekly comprises:

- Headmaster
- Senior Deputy Head
- Deputy Head Academic
- Deputy Head Pastoral
- Head of Junior School
- Director of Sixth Form
- Director of External Relations
- Director of Operations

The Head of Junior School manages the following staff:

- The Deputy Head of the Junior School
- The Director of Studies in the Junior School
- The teaching staff of the Junior School
- The support staff of the Junior School
- The After School Care team (both adult and senior students)

The Head of Junior School attends the following governance committees:

- Whole School Committee
- Education Sub-Committee
- HR and Strategy Sub-Committee

The Head of Junior School also chairs the weekly Junior School Executive Team meetings and half termly Junior School Staff meetings. They also attend termly Parents' Association Committee meetings.

They should continue to develop further their own teaching, leadership and management skills and qualities. They should also undertake other professional duties which may reasonably be delegated by the Headmaster.

The Head of Junior School is a member of IAPS and enjoys the independence commensurate with membership of this association.





# Role Description

## The context for this appointment

After 30 years at the School and ten years in post, the current Head of Junior School is retiring from teaching, so this outstanding opportunity has arisen for an existing Head or aspirational Deputy Head who is ready for the step up.

As a member of the Senior Leadership Team, the Head of Junior School has overall responsibility for the strategic development and management of the Junior School. They advise the Headmaster about all matters pertaining to the Junior School and ensure the smooth running of this area of BMS in addition to supporting the Senior Deputy Head with ongoing inspection readiness.

The Head of Junior School attends formal school occasions across the whole school and is responsible for the smooth running of the Junior School, its students and its staff whilst also building close professional relationships with the parent body, governors, external agencies and the local community.



More specifically, the main responsibilities of the Head of the Junior School are:

## Strategic Leadership

- As a member of the Senior Leadership Team, to play an active part in the development of whole school strategy with specific responsibility for the Junior School.
- To align changing educational needs and market demands in order to ensure that the Junior School is positioned to provide an offering that is clearly articulated.
- To ensure that the Junior School remains agile and responsive whilst maintaining intellectual rigour and preserving the high-quality relationships for which we are renowned.
- To take responsibility for appropriately delegated aspects of strategy at the discretion of the Headmaster.



# Role Description

## Educational Excellence and Pastoral Care

The Head of Junior School is the Deputy Designated Safeguarding Lead in the Junior School. Additionally, they will continue:

- To inspire the highest quality teaching and learning and to develop capable and accomplished learners.
- To plan and implement the curriculum, working in full consultation with the Junior School Director of Studies and Deputy Head Academic of the Senior School to ensure consistency and development.
- To maintain exceptional standards of pastoral care which recognise the needs of the individual and offer appropriate support and encouragement.
- To fulfil the role of Deputy Designated Safeguarding Lead in the Junior School; and to be fully conversant with the local authority safeguarding procedures, liaising closely with the Designated Safeguarding Lead (DSL) to advise on cases and changes in legislation, discuss issues and arrange any necessary training.
- To work with the Deputy Head of Junior School to be responsible for overall behaviour and general discipline. This includes maintaining the highest standards of courtesy, dress and conduct.
- To be responsible for the oversight and provision of the termly Junior School co-curricular programme.



# Role Description

## People Leadership

- To lead and line-manage the team described on page 6, ensuring that all colleagues are enabled and empowered to deliver to their highest ability.
- To be responsible for the appointment of staff across the Junior School and to advise the Headmaster, as appropriate, on staff appointments in the Junior School.
- To manage the Professional Development Review (PDR) schedule for all colleagues, assisted by the Deputy Head and Director of Studies of the Junior School.
- To chair the weekly Junior School Executive Team meetings and half termly Junior School Staff Meetings.



## Admissions and External Relations

- To ensure the continuing high standing of the Junior School's record and reputation and being accountable for ensuring that parents are kept informed of the progress of their children, the curriculum and other matters relating to teaching and learning at the School.
- To work closely with the School's External Relations Department, and more specifically with the Admissions Team, to promote the School amongst prospective parents, to include conducting tours of the Junior School and building relationships.
- To attend termly Parents' Association Committee meetings.

## Inspection Documentation

- To take responsibility for working in conjunction with the Senior Deputy Head to ensure that the School is ISI ready.
- To offer detailed understanding of the Independent Schools Inspectorate requirements and ensure that the Junior School and its staff are prepared for inspection at all times.
- To advise on the formulation of Junior School specific policies.

# Person Specification

The next Head of Bedford Modern Junior School will possess and develop a wide range of leadership styles and competencies that successfully combine with the BMS vision and the

Harpur Trust more widely. They are likely to have had leadership experience within a school environment, either in the UK or internationally, at Deputy, Senior Deputy or at Head level and will demonstrate most if not all of the credentials below.

## Experience

- Strategic and people leadership experience gained as a Head or Deputy Head.
- Proven experience of leading and developing successful teams, and a clear commitment to the continued professional development of themselves and all staff.

## Skills and Knowledge

- Strong strategic abilities with the ability to evolve BMS Junior School and work collegially with the Head of BMS and the wider Harpur Trust.
- Forward-thinking with an appetite for continuous innovation and improvement, and a clear understanding of the opportunities and challenges for the independent sector.
- First-class communication and listening skills with the gravitas and charisma to operate as a compelling ambassador internally and externally for the Junior School.
- Strong, inclusive team management skills, combining effective delegation with the capacity to set clear objectives for the Senior Team.
- Knowledge of safeguarding, child development and best practice in the primary curriculum.
- A good understanding of the business dimensions of successful 21<sup>st</sup> century school leadership.

## Leadership Style and Personal Attributes

- A naturally collaborative style of leadership with a strong understanding of the balance between consultation and effective decision-making.
- A highly personable leader with the energy and enthusiasm to build strong relationships across both the Junior School and Senior School and the Trust more widely.
- Adaptability, flexibility and approachability.
- High levels of self-awareness, personal integrity and strong judgement skills.
- A clear understanding of, and commitment to, the Harpur Trust values and ethos.





# Terms of Appointment

The new Head of the Junior School will be expected to take up post in January 2023. A competitive remuneration package reflecting the importance of this post and the experience of the successful candidate will be available.



## Appointment Process and How to Apply

The Harpur Trust has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken alongside the public advertisement of the post.

Applicants should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which outlines their interest in Bedford Modern Junior School and fully addresses the competencies outlined in the job description and person specification. All candidates must complete the application form in full.

Completed applications should be uploaded at [www.perrettlaver.com/candidates](http://www.perrettlaver.com/candidates), quoting reference number 5536/1. The closing date for applications is 08:30 BST on Thursday 07 April 2022.

The longlist of candidates will be determined in the week commencing 11 April 2022. Longlisted candidates will be invited to interview with Perrett Laver in the weeks commencing 11 and 18 April 2022.

The shortlist of candidates will be selected in the week commencing 25 April 2022. Shortlisted candidates will be invited to first round interviews and informal interactions at BMS on Friday 06 May and finalist candidates will be invited to the School to attend the final interview on Monday 16 May 2022.



## Data Protection

The Harpur Trust is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>





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