



Appointment of a

# Director of Sport and Fitness

Required for January 2027



## The School

Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. There are more than 1150 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 recently 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 purpose-built Science Centre, with faculties clustered throughout the School. Extensive and impressive sports facilities include a newly-resurfaced astro, netball courts, and a fully equipped gym and indoor sports hall. We have a number of rugby, football and cricket pitches and a swimming pool on site, and a boathouse on the banks of the nearby River Great Ouse.



We offer a premium education appropriate to both boys and girls where the provision of intellectual rigour for students is a priority. The wide and varied curriculum is responsive to the evolving needs of both students and parents. Individuals are assessed at entry and each student's progress is monitored and supported. Students are encouraged to maximise 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](#) 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 believe that sport matters because engagement with sport is central to the outcomes at the centre of a successful whole-person education, supporting the development of social skills, physical and mental health, confidence, identity and character.



We are proud of our diverse school community, all of whom deserve access to an engaging programme of sport. Some of our students are elite athletes who need access to high-level performance. Others need to be encouraged to participate. Both programmes are central to our sporting identity. Regardless of ability, our aim is for all students to develop a love for exercise and good health. In the Games curriculum sports include rugby, netball, hockey, football, cricket, rowing, swimming, water polo, athletics and tennis. In PE we currently offer a carousel of activities aimed at enhancing physical literacy. Co-curricular opportunities extend the choice wider still, with activities such as squash, fives, yoga and table tennis on offer.

It is an exciting time for sports development at BMS. The new Director of Sport and Fitness will lead the innovation of our sporting offer, re-affirming the school's robust sporting reputation, working in partnerships with a dedicated team of staff, students, parents and local and regional sports clubs and organisations to enhance the student experience.



## The Role

The Director of Sport and Fitness takes overall responsibility for the full range of sport provision from Years 3 to 13, leading a large team of physical education teachers, sports coaches and other teaching staff. They will be committed to providing high-quality sporting opportunities and experiences for all students, developing both participation and excellence, thus ensuring that all students can experience a meaningful sporting journey through which to 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. They will have excellent organisational skills and the ability to communicate clearly with all members of the extensive BMS community, including actively engaging parents and other stakeholders in the purpose and value of school sport.



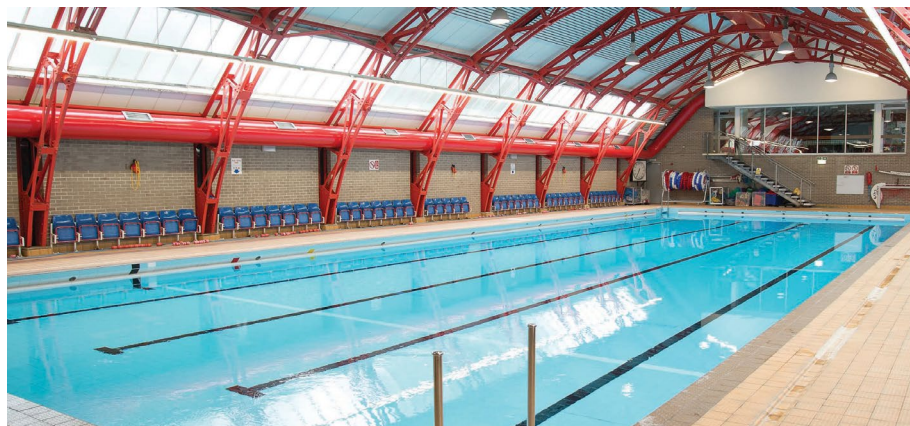
# Key Responsibilities

## Leadership and Management:

- Develop a clear strategic plan and vision for sport at Bedford Modern School, in collaboration with the Heads of Sport, Leadership Team and Headmaster, attending meetings of senior leaders and governors as required
- Provide inspirational and dynamic leadership to build an effective team of teachers and coaches. This includes enabling and supporting Heads of Sport to deliver clearly identified and widely communicated aims
- 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 within the faculty, particularly regarding health and safety, safeguarding and procedures for accidents and injuries
- Lead on the programme of appraisal and professional development for all faculty colleagues, including implementing provision of courses and workshops
- Work with the Strength and Conditioning team to evolve and strengthen our Sports Performance Programme for high performing athletes with visible performance pathways
- Lead whole-school sports events and functions, as appropriate
- Develop and manage a faculty communications plan, alongside the Director of Admissions, Marketing & Communications
- Meet with students and parents to deal with sport-related disciplinary issues and complaints as required.

## Development:

- Further develop sport at BMS ensuring a successful and effective sports education, striving to raise its profile, both internally and externally, including working with feeder schools and the local community to attract students to BMS
- Plan sustained improvement in the quality of teaching, learning and coaching in all aspects of sport
- Establish and manage systems for monitoring and evaluating the progress of sport at BMS
- Meet with students and parents to hear their feedback and student voice on sport, implementing change as appropriate
- Implement strategies to extend and enrich provision of and access to co-curricular sporting activities in response to the School's evolving needs
- 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 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
- 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 Admissions, Marketing and Communications Department to celebrate sporting success
- Oversee development and maintenance of the faculty web pages
- Promote sport through social media in line with the School's guidelines
- Support the Admissions team in the delivery of taster days for prospective students
- Lead the faculty in delivering an outstanding experience for visitors on Open Day and other open events including Taster Days
- Meet with prospective student/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 and standard operating procedures are up to date, constantly engaged with 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, including protocols around return to play
- 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 Head of Estates and Operations Manager, Head Groundsman and Director of Finance and 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 run professionally.

## 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 students at fixtures and games practices
- Work with external clubs and coaches to support the growing number of individual students who are playing representative sport
- Undertake duties as appropriate and where applicable as directed by the Headmaster.



# Person Specification

	Essential	Desirable
<b>Qualifications</b>		
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
<b>Experience</b>		
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
<b>Knowledge and Skills</b>		
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
<b>Personal competencies and qualities</b>		
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.
- Option to be part of a medical insurance scheme and automatic enrolment in an employers' pension scheme.
- Significant fee remission for eligible candidates (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 the Recruitment page on our website [here](#). Please note that CVs are not accepted.

Potential applicants can arrange a preliminary discussion with Andrew Whomsley (Senior Deputy Head), who can be contacted directly at the School.

If you require any addition information, please contact the Human Resources Department at the Harpur Trust by emailing [hr@harpurtrust.org.uk](mailto:hr@harpurtrust.org.uk) or calling 01234 369500.

Closing date: 9.00am on Monday 22 June 2026  
Interviews: Week commencing 29 June 2026

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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[bedmod.co.uk](http://bedmod.co.uk)

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Bedford Modern School is part of The Harpur Trust.

