Sports Teacher / Coach and Swimming Specialist

Reporting to:

1. Director of Sport
2. Headmaster

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and Chief Operating Officer. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Sports Teacher / Coach and Swimming specialist is a key role in the Sports Department. The main purpose of this role is to teach/coach and to promote the physical education, health and fitness of all pupils by delivering appropriate, challenging, inspirational and enjoyable lessons. The post holder will provide a stable, secure and supportive teaching/coaching environment. He or she will be responsible for the pastoral care of each pupil and the development of their social and sporting potential. The teacher /coach will take steps to know and understand each child and their backgrounds, making records of and report on the personal and social needs of pupils. This role requires the successful applicant, in addition to teach/coach PE and Games lessons to all year groups, to lead swimming lessons, extra-curricular sports clubs (times of these clubs may vary, some will be after school) and to attend fixtures. Some of these fixtures may be after hours, including weekends. The post holder will maintain and develop good relationships with colleagues, pupils and parents throughout the school.

Contacts

The post holder can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

The Sports Department

The primary aim of the Sports Department is to inspire in each child a love of sport, from Nursery through to Year 6. We have the responsibility to introduce all the children to a wide range of sports whilst teaching /coaching a healthy and respectful attitude towards competition. The emphasis is always on *enjoyment* and *being the best we can be*. We believe that if the children enjoy their sport they will want to learn more and they will subsequently achieve more.

We promote sport and fitness for all students and ability levels. We recognise that the lessons learnt through participation in sport and team activities are invaluable for personal development. We want to foster a lifetime love of sport and healthy living through fun and learning. Whether a student is participating as an individual or as part of a team, sport provides them with a unique sense of place where they begin life-long friendships, learn to conquer their fears and build strength of character.

The Paragon offers an extremely varied programme of PE and Games. Lessons from our specialist sports teachers cover netball, hockey, rugby, football, cricket, tennis, parkour and the components of fitness. From Reception onwards, children also have swimming lessons. Our sports teams are highly competitive and take part, with considerable success, in a wide range of tournaments and festivals. We also offer a vast range of sports clubs.

We make good use of our facilities; a well-equipped school hall, a hard play area and a playing field. We also use the excellent facilities at nearby Prior Park College. These include the multi-purpose sports centre and fitness suite as well as an indoor swimming pool, astro-turf and grass pitches, tennis courts and athletics track.

The Role

The post holder will report directly to and be line-managed by the Director of Sport. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at The Paragon School but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- Plan and prepare lessons with colleagues in the Sports Department.
- Teach/coach, according to their needs, the pupils assigned to you, including keeping a record of these lessons. These lessons will include PE, Games and Swimming to children in EYFS, KS1 and KS2.
- Assess, record and report on the development, progress and achievements of pupils. Part of this process may involve a parents evening each term, writing an annual swimming report on each pupil at the end of the academic year, and being available to meet with parents if required to do so.
- Maintain good order and discipline among pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised activities and matches elsewhere.
- Ensure that pupils are aware of, and conform to, agreed standards of behaviour, reminding pupils of the school ethos.
- Ensure pupils uphold our Code of Conduct when representing the school in matches at inter-house and inter-school level.
- Uphold the rules regarding the wearing of the school uniform, especially Games and PE kit. Ensure pupils are encouraged to be smart and appropriately dressed at all times.
- Be willing and able to drive school 17-seater minibuses.
- Be willing to work in other areas of the school if required. This may include weekly duties, covering lessons for absent class teachers, running sports interventions for children, staffing timetabled classroom lessons.

Line Management

The post holder has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed November 2026

Professional Specification and Personal Attributes

The ideal candidate will display the following essential attributes:

The essential criteria for this role include:

- Excellent communications skills
- Good listening skills
- A good sense of humour
- Willingness to train and develop
- Motivation to support colleagues
- Ability to plan, prioritise and manage time well, ensuring decisions are implemented
- Ability to assimilate different types of information, come to logical conclusions, identify options and make sound judgements

- Loyalty and integrity
- A willingness to work beyond the contracted hours where necessary and to make active contributions to the policies and aspirations of the School.

The post holder will be required to either hold, or be willing to gain, appropriate First Aid qualifications.

	Essential	Desirable
Qualification	• Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent • First Aid qualification (or willingness to gain) • A clean D1 drivers licence allowing the post holder to drive 17-seater mini-buses. • Swimming Teaching Qualification (e.g. Swim England Level 2 or STA). • Relevant sports coaching qualifications and a thorough understanding of our core sports.	• Educated to A level or equivalent • Experience at playing and coaching one of our core sports to a representative standard
Experience	• An ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions. • Proven supervisory skills • Experience in coaching at least one of our core sports to KS2 children • Experience in coaching swimming to EYFS, KS1 and KS2 children. Swimming safety qualification required (or willingness to gain)	• Previous experience of working in a school or other educational establishment • Business or sports management experience
Knowledge	• A good understanding of current legislation and trends within Sport • Sound working knowledge of admin and office systems • Knowledge and awareness of the importance of confidentiality and data protection	
Skills and competences	• Excellent written communication skills with the ability to produce high-quality documentation • A good sense of humour • Excellent level of interpersonal skills to enable liaison with staff and external organisations • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships	

	• A flexible attitude towards duties and working patterns to fulfil the requirements of the role	

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the post holder can expect to be involved in activities which may require physical exertion as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership at Prior Park College.