

## Job Description



Job Title	Foundation Phase - Lead Coach/Phase Manager
<b>Hours of work</b>	<ol style="list-style-type: none"> <li>1. 40 hour week, to include both Saturdays and Sundays and a minimum of 2 evenings each week as required to fulfil the role and as directed by the Academy Manager.</li> <li>2. The role may involve working on Bank Holidays.</li> <li>3. One day off midweek - the day to be decided by the Academy Manager to meet the needs of the Academy programme.</li> </ol>
<b>Terms of employment</b>	<ol style="list-style-type: none"> <li>4. The employee should consult the staff handbook for full terms of employment. The handbook can be found in the main Club office at Glanford Park and also in the Academy office.</li> </ol>
<b>Job role</b>	<ol style="list-style-type: none"> <li>5. The person in the Academy responsible for the implementation of the Elite Player Performance Plan with specific focus on the multi-disciplinary development of players in the 5-11year old age groups and to be responsible for everything in the Foundation Phase including the goalkeeper coaching programme.</li> <li>6. On a daily basis, provide verbal feedback to the Academy Manager and Head of Coaching on all aspects of the Foundation Phase and act on any matters arising or as instructed.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>7. UEFA A coaching licence and FA Advanced Youth Award</li> </ol>
<b>Reporting to</b>	<ol style="list-style-type: none"> <li>8. The Head of Academy Coaching / Academy Manager</li> </ol>
<b>Appraisal process</b>	<ol style="list-style-type: none"> <li>9. Appraised by the Head of Academy Coaching twice per season.</li> </ol>
<b>Code of Conduct</b>	<ol style="list-style-type: none"> <li>10. To adhere to the Football Club and The Academy Staff, Code of Conduct at all times.</li> <li>11. To always implement professional behaviour and best practise and to not bring yourself or the Club in to disrepute in any way, shape or form.</li> </ol>
<b>Academy Management Team</b>	<ol style="list-style-type: none"> <li>12. To be part of the Academy Management Team (AMT), attend all AMT meetings and feedback in writing and verbally on all matters concerning the Foundation Phase and Pre-Academy.</li> <li>13. Ensure that the coaches in the Foundation Phase 5-11s meet on at least a 6 weekly basis to discuss all matters relevant to this development phase and take minutes of each meeting.</li> </ol>
<b>Communication</b>	<ol style="list-style-type: none"> <li>14. To be responsible for clear communication between members of full time club staff, Part time coaching staff, Players, Parents, trialists, Scouts, Opposition staff, junior team managers and Club Secretary's, The Football League, The Football Association and any other person's or bodies as appropriate or as directed so as to avoid any problems, confusion or communication breakdowns.</li> <li>15. Keep accurate, up to date and well informed records that adhere to English Football League and E.P.P.P. rules and regulations and also meet Scunthorpe United requirements.</li> <li>16. Provide a written report of the confirmed staffing of training and games for the week to follow and present this at the Monday morning staff meeting each week.</li> <li>17. Provide a short written and accurate report each Monday morning based on the previous day's Foundation Phase games programme identifying top 3 players in each age group plus scores of all games to aid the academy and football club in their player succession planning.</li> <li>18. Identify in the report any player position specific shortfalls at each age group.</li> <li>19. Record, identify and inform the Academy Manager on a daily basis of any issues with parents, players, staff or any other issue or incident that may be relevant.</li> </ol>
<b>Main job role responsibilities</b>	<ol style="list-style-type: none"> <li>20. To attend all fixtures in the Foundation Phase games programme. This includes Saturdays, Sundays and any midweek fixtures observing both home and away games equally.</li> <li>21. To be prepared to travel as and when appropriate and to be on site to supervise Academy evening training sessions on a minimum of three nights per week until the end of the sessions.</li> <li>22. To oversee and to be prepared to coach and develop any of the age group teams in the Foundation Phase as required.</li> <li>23. To ensure that Foundation Phase age group training sessions run effectively, are planned, staffed and delivered as per the Academy Philosophy and development programme.</li> <li>24. To ensure that the Foundation Phase meets the 1:10 coach/player ratio at every Academy coaching or development session.</li> <li>25. To keep accurate and up to date records of all part time staff attendance at training and games and feed this back to the Academy Administrator on a weekly basis to assist in staff monthly</li> </ol>

	payment claims/records.
<b>Administration</b>	26. Take full responsibility to ensure that all administrative duties connected to the 5-11 Foundation Phase programme and Development Centres are completed in an efficient manner
<b>Computer skills</b>	27. Must be adept in use of computer systems including Excel, Word, and Power Point to basic level with an excellent knowledge of internet and email.
<b>2<sup>nd</sup> jobs / University courses</b>	28. Second jobs and or University courses can only be taken on your day or time off from Scunthorpe United Academy and must not conflict with this your main job. If there is a conflict this job must come first.
<b>Continued Professional Development</b>	29. Must undertake Continued Professional Development organised by the Club. 30. Must attend at least 5 hours of in-service training to be provided by the Football Association every year for license maintenance. 31. Must attend all Football League C.P.D events. 32. Must attend any other C.P.D. events as directed by The Academy Manager.
<b>Club &amp; Academy Philosophy, culture values</b>	33. Ensure that the Philosophy, Culture and Values of both the Football Club and the Academy are communicated to the age group coaches, players and parents each season by means of CPD events.
<b>Departmental Performance Targets</b>	34. Ensure that the Foundation Phase Performance Targets are set by 1 <sup>st</sup> August of each season and that these are formally reviewed, measured and reviewed at every AMT meeting. 35. The departments progress against targets must be recorded in the Foundation Phase half year reports.
<b>Coaching Technical Hours</b>	36. Ensure that the Foundation Phase age groups weekly technical coaching hours meet the requirements of the E.P.P.P and of the Club/Academy status.
<b>Macro, meso and micro cycle of training</b>	37. The coaching programme must be delivered over a 40 week season to meet the macro, meso and micro cycle of coaching.
<b>Futsal</b>	38. It is the Foundation Phase Lead Coaches responsibility to ensure that Futsal is delivered in the Foundation Phase Development programme on a weekly basis to all players in the Foundation Phase.
<b>CPD staff events</b>	39. Work closely with the Head of Academy Coaching to ensure that there is a programme of informal education events that are delivered to the players and parents in the Foundation Phase. These will include subjects such as the following: Diet & nutrition, Football terminology, individual learning styles, Individual learning plans, Use of the Performance Management Application (PMA) values of the club/academy, respect the referee, drugs, alcohol, gambling awareness, school educational attainment, academy parent expectations, etc...
<b>Player profiles</b>	40. Develop player profiles that are both age and position specific that indicate the attributes required for each player in technical, physical, tactical, social and psychological areas.
<b>Learning objectives Coaching / Games</b>	41. Ensure that individual learning objectives that are linked to the coaching and games programme are clearly communicated to the players before every coaching session/game.
<b>Match analysis</b>	42. The Foundation Phase Lead Coach should develop a library of video clips that are position specific to aid player tactical development and game understanding as good practice. Foundation Phase match analysis should be delivered at least once each week.
<b>Create a positive Learning Environment</b>	43. The Foundation Phase Lead Coach should create a positive learning environment where players are given the opportunity to learn and to express themselves without the fear of mistakes, failure or the fear of losing. 44. The environment must : 45. Offer choices to the players.

	<p>46. Be inclusive.</p> <p>47. Be player-driven.</p> <p>48. Be safe.</p> <p>49. Be enjoyable.</p> <p>50. Be challenging.</p> <p>51. Be equitable.</p> <p>52. Give the players ownership</p>
<b>Player reviews</b>	53. Ensure that all 12 weekly Player Development Reviews are completed as required by the E.P.P.P and upload the Player Development Reviews to the individual players Performance Clock/PMA.
<b>Formal Performance Reviews / PMA</b>	<p>54. A minimum of 2 formal performance reviews should be held every season with the age group coach and the player/parent and all information must be recorded on the players PMA.</p> <p>55. A standardised protocol should be set and this should be communicated to the parent in advance of the review.</p>
	56. Work closely with the Academy Administrator to ensure that the end of season procedure is completed and that all players in the Foundation Phase are informed of retain or release in a professional manner by completing the Football League Form 30.
<b>Physical Testing</b>	57. Work closely with The Head of Sports Science to ensure that all of the players in the Foundation Phase are tested physically on a regular basis and that the testing meets the requirements of the Elite Player Performance Plan.
<b>Transition of players</b>	<p>58. Work closely with the Youth Development Phase Lead Coach and the Head of Coaching to ensure a smooth transition of players between the two phases and provide a written report on each player.</p> <p>59. Monitor and record the transition of players through the Foundation Phase in to the Youth Development Phase and include the figures in your half year reports.</p>
<b>Scouting and Recruitment</b>	<p>60. Liaise with The Head of Academy Scouting &amp; Recruitment with regards to all scouting activity in the Foundation Phase.</p> <p>61. Ensure all trialist information is communicated to age group coaches prior to the commencement of any trials to include start and end trial dates.</p> <p>62. Implement a trialist induction process and ensure that every trialist has an induction prior to the commencement of their trial.</p> <p>63. Ensure coaches hold a 1:1 meeting with the trialist and his parents at the end of the player's trial to give official feedback and the decision to sign the player or not.</p>
<b>Birth bias Chronological age Late developers</b>	64. The Foundation Phase Lead Coach should be aware of all players in the Foundation Phase age groups who are potentially disadvantaged and are regarded as late developers due to their chronological age. Set up a development group of players at age groups U9, 10, 11 that address the birth bias issue. All players in these groups should be born May – August.
<b>Playing time</b>	<p>65. Ensure that all players in the Foundation Phase have access to at least one game per week and subject to fitness play in at least 50% of that game.</p> <p>66. Ensure that all playing time is recorded on the player's performance clock and that players are rotated and have an opportunity to play in different positions.</p> <p>67. All players should in turn have an opportunity to start the game if they did not start in the previous game.</p>
<b>Goalpost safety and security</b>	68. The person is responsible for the safety of all players and must ensure that all goals are secure fastened down prior to the start of any games. All goals should be locked securely against the fence at the conclusion of the games at the St Lawrence Academy or any other facility used.
<b>1<sup>st</sup> Team Ball boys</b>	69. Responsible for organising and ensuring that there are a minimum of 8 ball boys for every 1 <sup>st</sup> Team home game. To attend 1 <sup>st</sup> team home games where possible and to take full responsibility for meeting the ball boys before and after games to ensure their safety.

**Foundation Phase Lead Coach  
Pre Academy Role Requirements**

The following are a major requirement of the Foundation Phase Lead Coaches role and must be strictly adhered to and complied with at all times.

<p><b>Development Centres</b></p>	<ol style="list-style-type: none"> <li>1. Set up and facilitate Academy Development Centres, in the following strategic areas to aid player recruitment in to the Academy starting with the 5 and 6 year olds (U6s, U7s) up to and including the U11 age group.             <ol style="list-style-type: none"> <li>1. Scunthorpe (central) (Melior/St Lawrence)</li> <li>2. Barton</li> <li>3. Winterton</li> <li>4. Brigg</li> <li>5. Epworth/Haxby/Belton</li> <li>6. Thorne</li> <li>7. Goole</li> <li>8. Gainsborough</li> <li>9. Caistor</li> <li>10. Bawtry</li> <li>11. Retford</li> <li>12. Howden/Selby</li> </ol> </li> <li>2. Centres will run for a period of 6 weeks during school term time.</li> <li>3. <u>There must always be a minimum of 6 centres that are fully active throughout the school term time.</u></li> <li>4. Centres must be set up, staffed and be fully operational by the end of September each season.</li> <li>5. During half term school holiday the centres must be involved in a tournament at the Academy and there must be a tournament/coaching day for the players at every age group.</li> <li>6. Make new contacts and continually identify sports centres, schools facilities etc, where new centres can be set up and can operate.</li> <li>7. Develop relationships with local junior team managers and liaise with them with regards to their players, trialists and boys attending the Development Centres.</li> <li>8. Have a 'hands on' approach and to be personally prepared to coach in every Foundation Centre when and where required.</li> <li>9. Identify and recruit staff to coach in the Development centres.</li> <li>10. Utilise Academy coaching staff to assist in the Development centres where required.</li> <li>11. Ensure that the Development Centres are operated in a professional manner, are not under or overstaffed, ensure that the centres make a profit (where possible) and try to make sure that the Development centres do not run at a loss.</li> <li>12. Keep accurate records of all Development Centre income and expenditure and produce weekly analytical spreadsheets that identify this information.</li> <li>13. Formally meet with the Head of Academy Coaching on a weekly basis to discuss all Development Centre players and operations to include staffing and finances.</li> <li>14. Include a development centre report in all of your Academy Management Team reports.</li> <li>15. Include a development centre report in your two half year reports.</li> </ol>
<p><b>U8 and U7 Advanced Development Centre</b></p>	<ol style="list-style-type: none"> <li>1. Set up an Advanced Development Centre for players in the Under 7 age group. This will be held locally at our Academy base (currently St Lawrence Academy – if possible).</li> <li>2. Set up an Advanced Development Centre for players in the Under 8 age group. This will be held locally at our Academy base (currently St Lawrence Academy – if possible).</li> <li>3. Through these centres, produce, deliver and monitor an age specific coaching and development programme for the players as they have been identified as showing the most potential and may be registered in the Academy under 9 squad.</li> </ol>

<b>Schools Development Programme</b>	<ol style="list-style-type: none"> <li>1. Develop active and working relationships with all local junior and secondary schools and school P.E. teachers.</li> <li>2. Develop a coaching programme throughout the school calendar year that includes all of the primary schools in Scunthorpe so that you personally and the schools development programme coaching staff coach all of the boys in year groups Y1 to Y6 to aid our player recruitment process.</li> <li>3. Develop a working programme that includes all of the primary schools on the outskirts of Scunthorpe so that you coach all of the boys in year groups Y1 to Y6 to aid our player recruitment process.</li> <li>4. This will include coaching within local primary and secondary schools delivering the technical development programme as part of the school curriculum or as an after school activity.</li> <li>5. Coach within schools setting up early morning and after school, skill / movement / football centres to aid player recruitment.</li> <li>6. <b>There must be a minimum of 3 schools operating a skills programme each week and you as Foundation Phase Lead Coach are responsible for ensuring that the sessions are planned, delivered and staffed appropriately to help identify and recruit players for the Academy.</b></li> </ol>
<b>Additional responsibilities</b>	<ol style="list-style-type: none"> <li>1. This is not a full and exhaustive list and further job role requirements may be added throughout the course of employment without the need for additional pay.</li> <li>2. The Foundation Phase Lead Coach is expected to be flexible and adapt to include any additional work as required by the job role which will include any other reasonable requests or tasks made by the Academy Manager.</li> </ol>

**I understand the Foundation Phase Lead Coach/Manager job description and I agree to work to the job description on a daily basis.**

**Signed**

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**Date**

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