

# Scunthorpe United Football Club - Academy

## Job Description



Job Title	Professional Development Phase Coach U17/18s
<b>Hours or work</b>	40 hour flexible week, to include Saturdays. Attendance at all U18 games. Attendance at the Academy U9-16 games programme on Sundays to observe U16s The role may involve working on Bank Holidays. 1 day off midweek the day to be agreed with the Academy Manager (usually to coincide with the same day as the 1 <sup>st</sup> team are off but to also coincide with college day for the apprentices).
<b>Place of work</b>	Glanford Park, The St Lawrence Academy and any other training/game facilities as directed.
<b>Full terms of employment</b>	The employee should consult the Football Club staff handbook for their full terms of employment, working conditions and Club rules. A copy of the Staff handbook can be found in the Academy office and also at Glanford Park.
<b>Job role</b>	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 U17 and U18 year old age groups. The holistic coaching programme must also be age and position specific, periodised and must address the macro, meso and micro cycle of development over a 40 week season.
<b>Reporting to</b>	Head of Coaching and the Academy Manager on all matters
<b>Appraisal process</b>	Appraised by the Academy Manager twice per season.
<b>Compliance</b>	The person should be compliant on all matters and should adhere to all Football Club/Academy policies.
<b>The person</b>	Must possess a 'can do', proactive and innovative attitude. Must possess excellent organisational skills of both self and others. The ability to plan, prepare and evaluate a 'holistic' and multi-disciplinary coaching and development programme. The ability to manage pressure and conflicting demands, and prioritise tasks. Excellent verbal, written and feedback communication skills. Excellent teamwork skills. Reliable and honest. Understands the need for a reporting procedure and line management.
<b>Code of Conduct &amp; Best practise</b>	To adhere to the Football Club and the Academy Staff, Code of Conduct at all times. To always implement professional behaviour, best practise and to be a role model to all staff and players at all times and to not bring the Club in to disrepute in any way.
<b>Social Media</b>	To adhere to the Football Club and The Academy Social Media policies at all times and to not bring the Club in to disrepute in any way via the use of social media.
<b>Computer skills</b>	Must be adept in use of computer systems including Excel, Word, and Power Point to basic level. Excellent knowledge and use of internet and email. Be efficient and effective and able to use the Performance Management Application (PMA) and upload information as required on a daily basis.

<b>Qualifications Required</b>	UEFA 'A' Coaching award FA Advanced Youth Award FA Youth Modules one, two and three, plus assessment. FA Talent I.D. Basic First Aid for Sport or Emergency First Aid. Must maintain First Aid qualification and training at least once every three years. Must maintain a valid Criminal Records Bureau (CRB) Must maintain a valid Safeguarding Children certificate.
<b>Continued Professional Development</b>	Must undertake Continued Professional Development organised by the Club. Must attend at least 5 hours of in-service training to be provided by the Football Association every year for license maintenance. Must attend all English Football League C.P.D events. Must attend any other C.P.D. events as directed by The Academy Manager or Head of Coaching.
<b>Management Commitments</b>  <b>Academy Management Team</b>  <b>Multi-disciplinary meetings</b>	To be part of the Academy Management Team (AMT), attend all AMT meetings. To be part of the Academy Technical Board and attend all TB meetings. Ensure that you meet with the Academy Manager on weekly basis to discuss all matters relevant to this development phase and feedback verbally at each meeting. Feedback in writing at the Academy Management Team meetings. All written reports must be prepared and emailed to the Academy Secretary a minimum of 48 hours before each AMT meeting so as minutes and final reports can be prepared for the meeting.
<b>Academy Office / Working environment</b>	Ensure that your working environment is clean and tidy and that coaching equipment is not left or stored in the Academy office.
<b>Communication</b>  <b>Identify player shortfalls</b>	Demonstrate a professional manner, excellent communication and personnel skills. On a daily basis, provide verbal feedback to the Academy Manager on all aspects of the Professional Development Phase and act on any matters arising or as instructed. 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.
<b>Administration</b>	Undertake all administrative duties connected to the U17-18 Professional Development Phase as and when required to ensure all matters are completed in an efficient manner. Liaise with the Academy Secretary on all matters connected to the administration of the Professional Development Phase. At the Academy Management Team meeting, provide a written report to the Academy Secretary on all aspects of the Professional Development Phase. Learn understand and adhere to all Football League rules regarding the process for the registered players or trialists (e.g. forms, YD7, YD8, Form 30 End of Season procedure... etc.) are completed as appropriate. Ensure that all Player Development Reviews are completed every 6 weeks as required by the E.P.P.P. Update the PMA on a daily basis.
<b>Goalpost safety and security</b>	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 training at SLA.
<b>Club &amp; Academy Philosophy Culture, Values Vision</b>	Ensure the Academy's coaching curriculum is consistently delivered in line with the Club and Academy Coaching and playing Philosophy. Ensure that the Club/Academy culture and values are embedded in to the programme.
<b>Performance Targets</b>	Define measure and report on PDP departmental performance targets at each AMT meeting. Ensure that the Professional Development Phase Performance Targets are met each season. Include a performance targets measure in your half yearly reports.

<p><b>The responsibilities of the Professional Development Phase Coach shall include:</b></p>	<p>To attend all fixtures in the Professional Development Phase games programme.  To ensure that Professional Development Phase training sessions are planned and delivered as per the Academy Philosophy and coaching curriculum.  On a daily basis coach the players in the U17-U18 Professional Development Phase working closely with the Academy Manager and Head of Academy Coaching.  Plan the 4 corner model training programme and the number of contact hours needed to adhere to the requirements of the Football Club and also to meet the Cat 3 status of the Elite Player Performance Plan.</p>
<p><b>Holistic Development Programme</b></p> <p><b>Technical</b></p> <p><b>Tactical</b></p> <p><b>Physical</b></p> <p><b>Mental/Social</b></p>	<p>Implement a ‘holistic’ multi-disciplinary programme of coaching that addresses the player’s needs at each specific age group.  Implement a technical development programme and syllabus of work that is position specific and addresses the player’s needs.  Implement a tactical development programme and syllabus of work that is position specific and addresses the player’s needs  Working with the sports science/medical department, implement a physical development programme and syllabus of work that is position specific and addresses the player’s needs.  Working with the sports science/medical department, implement a psychological development programme and syllabus of work that addresses the player’s needs.  Try to develop and implement a programme of work that improves the social skills of the players.</p>
<p><b>Playing Opportunities</b></p>	<p>Provide appropriate playing opportunities for all players in the Professional Development Phase and to give all players the best possible development opportunity.  To keep accurate and up to date records of all playing time, training attendance, injuries and any other relevant information on the PMA.</p>
<p><b>Selection of U16 players in to the Apprenticeship programme</b></p>	<p>Work closely with the Academy Manager, the Head of Coaching, the Youth Development Phase Lead Coach and the U16 coaches and assist in the selection of the required number of schoolboy players each season to progress in to the Professional Development Phase of the club’s Football Academy.  The Coach must be aware that players selected for the Professional Development Phase may either be from the club’s own Youth Development Phase or the players may be recruited from other Professional Football Club’s Youth Development Academies.</p>
<p><b>Knowledge of Academy U16 players</b></p>	<p>Observe the Academies Youth Development Phase training and games programme so as to gain an in-depth knowledge of players in the Under 15 and Under 16 age groups in preparation of any apprenticeship offers.  Liaise closely with the Academy Manager regarding any potential apprenticeship offers.</p>
<p><b>Match analysis</b></p>	<p>Ensure that all U18 games are filmed so as to aid tactical analysis.  Players in these age groups should have match analysis feedback at least once each week to develop their tactical game understanding.  The Professional Development Phase Coach should develop a library of video clips that are position specific to aid player tactical development and game understanding</p>
<p><b>Create a positive Learning Environment</b></p> <p><b>Players</b></p> <p><b>Parents</b></p> <p><b>Coaching Staff</b></p>	<p>It is the responsibility of the Professional Development Phase Coach to 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.  The environment must :</p> <p>Offer choices to the players.</p> <ul style="list-style-type: none"> <li>• Be inclusive.</li> <li>• Be player-driven.</li> <li>• Be safe.</li> <li>• Be enjoyable.</li> <li>• Be challenging.</li> <li>• Be equitable.</li> <li>• Give the players ownership.</li> </ul> <p>Ensure that there is a minimum of one player’s workshop each season developing their understanding of how to create a positive learning environment.</p>

<p><b>6 weekly Individual Player Performance Reviews</b></p> <p><b>Outfield players &amp; Goal keepers</b></p>	<p>Ensure that written player performance reviews are delivered to the players every 6 weeks as in the Elite Player Performance Plan rules and that reviews are posted or emailed to parents for their information. A paper copy of each review should be printed and kept in the players file in the Academy office. Player performance reviews must address and indicate technical, tactical, physical, psychological and social skills development over the previous 6 weeks.</p>
<p><b>Player match self-assessments</b></p>	<p>Ensure that all players complete a match – individual/self-appraisal after each game. All assessments should be monitored and filed and should help to form the basis of the players next 6 weekly review.</p>
<p><b>Formal Performance Reviews</b></p>	<p>A minimum of 2 formal performance reviews should be held every season with the age group coach and the player/parent. A standardised protocol should be set and this should be communicated to the parent in advance of the review.</p>
<p><b>End of Season Procedure</b></p> <p><b>Pro contract decision</b></p> <p><b>Exit trials</b></p> <p><b>Circulate details</b></p>	<p>End of season formal meetings must be held to deliver the final player development reviews. The Professional Development Phase Coach should deliver all player development reviews. Work closely with the Academy Secretary to ensure that all released U18 players in the Professional Development Phase are ‘tracked’ and that their exit destination is recorded as per the Elite Player Performance Plan.</p> <p>Work with the Technical Board to ensure that all under 18 players are informed of their professional contract decision by the 1<sup>st</sup> April each season. Any released Under 18 players should be recommended to attend the League Football Education / English Football League exit trials held at the end of each season.</p> <p>Work closely with the Academy Secretary to ensure that the details of all released Under 18 players are forwarded to the English Football League for circulation throughout the football pyramid.</p>
<p><b>Physical Testing</b></p>	<p>Work closely with The Head of Sports Science to ensure that all of the players in the Professional Development Phase are tested physically on a regular basis and at least 4 times each season and that the testing meets the requirements of the Elite Player Performance Plan. Work closely with The Head of Sports Science and Academy Physio to identify any imbalances or issues and put in place any intervention programmes deemed necessary. Ensure that all testing data is recorded on each players performance review on the PMA.</p>
<p><b>Transition of players</b></p>	<p>Work closely with the Youth Development Phase Lead Coach to ensure a smooth transition of players between the two phases. Monitor and record the transition of players through the Professional Development Phase. Monitor and record the transition of players signing professional contracts.</p>
<p><b>Pastoral Care</b></p>	<p>Working in conjunction with the Academy Manager and Head of Education and Player Welfare and undertake all associated pastoral and welfare duties and ensure the ‘well – being’ of all Professional Development Phase players.</p>
<p><b>St Lawrence Academy</b></p>	<p>Build good links and communication with all members of staff at the St Lawrence Academy to assist in the relationship and the overall development of the U17-18 Professional Development Phase programmes.</p>
<p><b>Monitoring of players college progress</b></p>	<p>Work closely with the Academy Head of Education to discuss and address any issues that may arise concerning the education or behaviour of any Academy players and report back to the Academy Manager.</p>
<p><b>Player injuries</b></p>	<p>To communicate and liaise effectively with the Academy physiotherapist on all matters connected with and concerning the injuries or rehabilitation of players in the Professional Development Phase.</p>
<p><b>Additional responsibilities</b></p>	<p>To include any other reasonable requests or tasks made by the Academy Manager throughout the course of employment.</p>

I hereby confirm that I fully understand and agree with the roles and responsibilities of this job as laid out in the job description and that I will work to the job description.

Signed..... Professional Development Phase Coach

Print Name.....Date.....